Microsoft Excel 2016: Beginners and Intermediate Training

365 Careers

365 Careers

I. A selection of useful tips and tools

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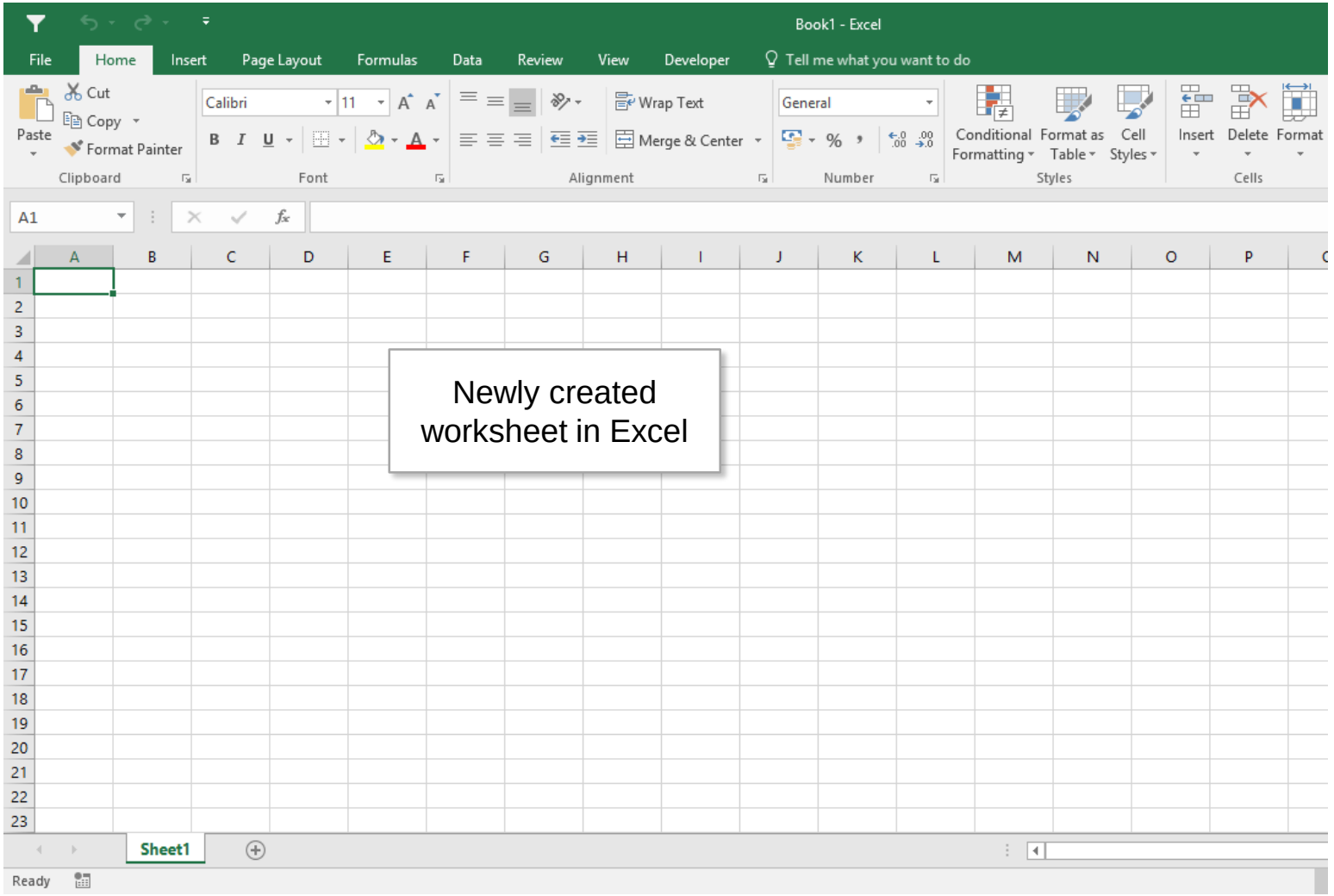
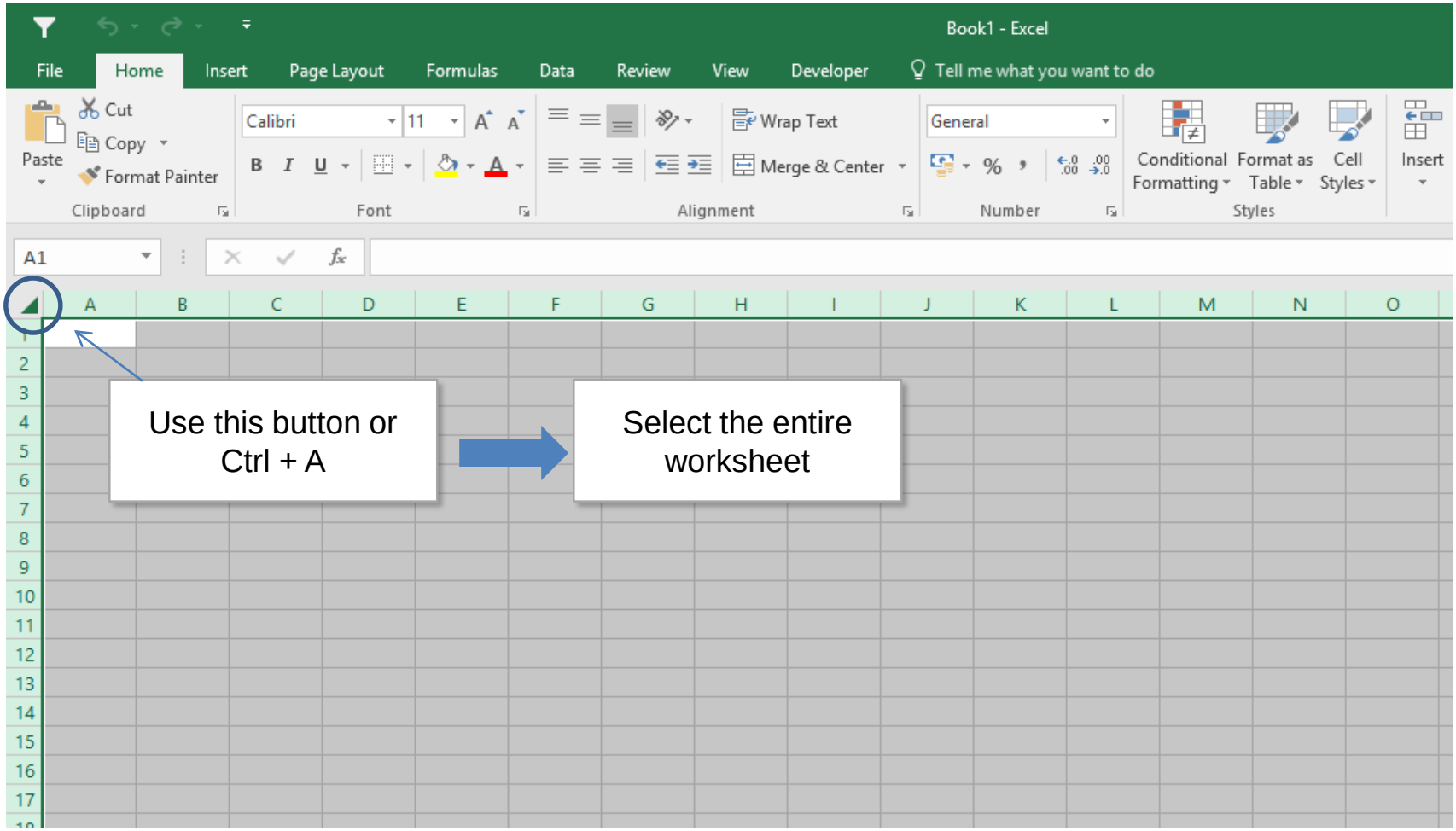
365 Careers

Formatting a worksheet

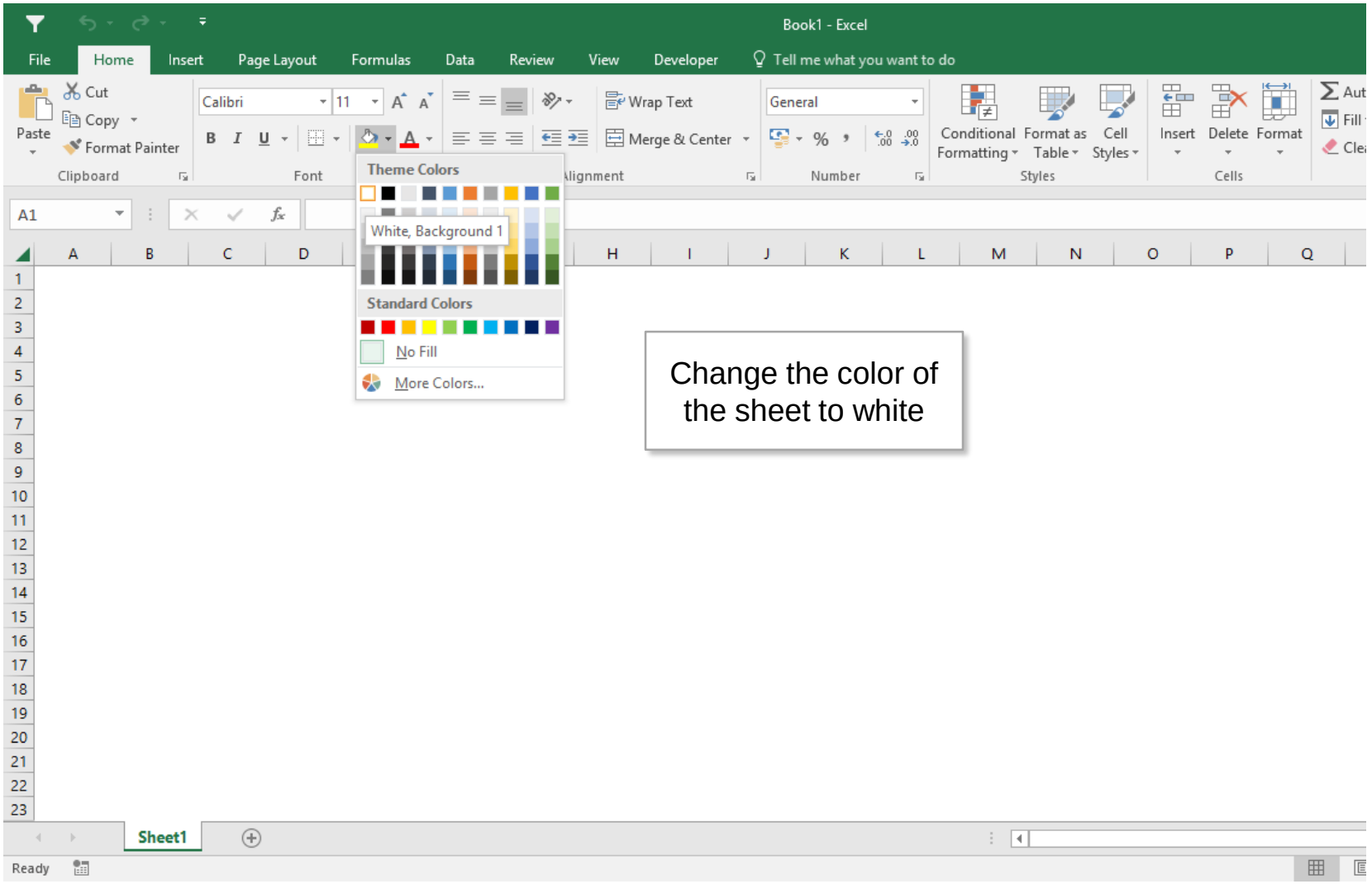
Formatting a worksheet



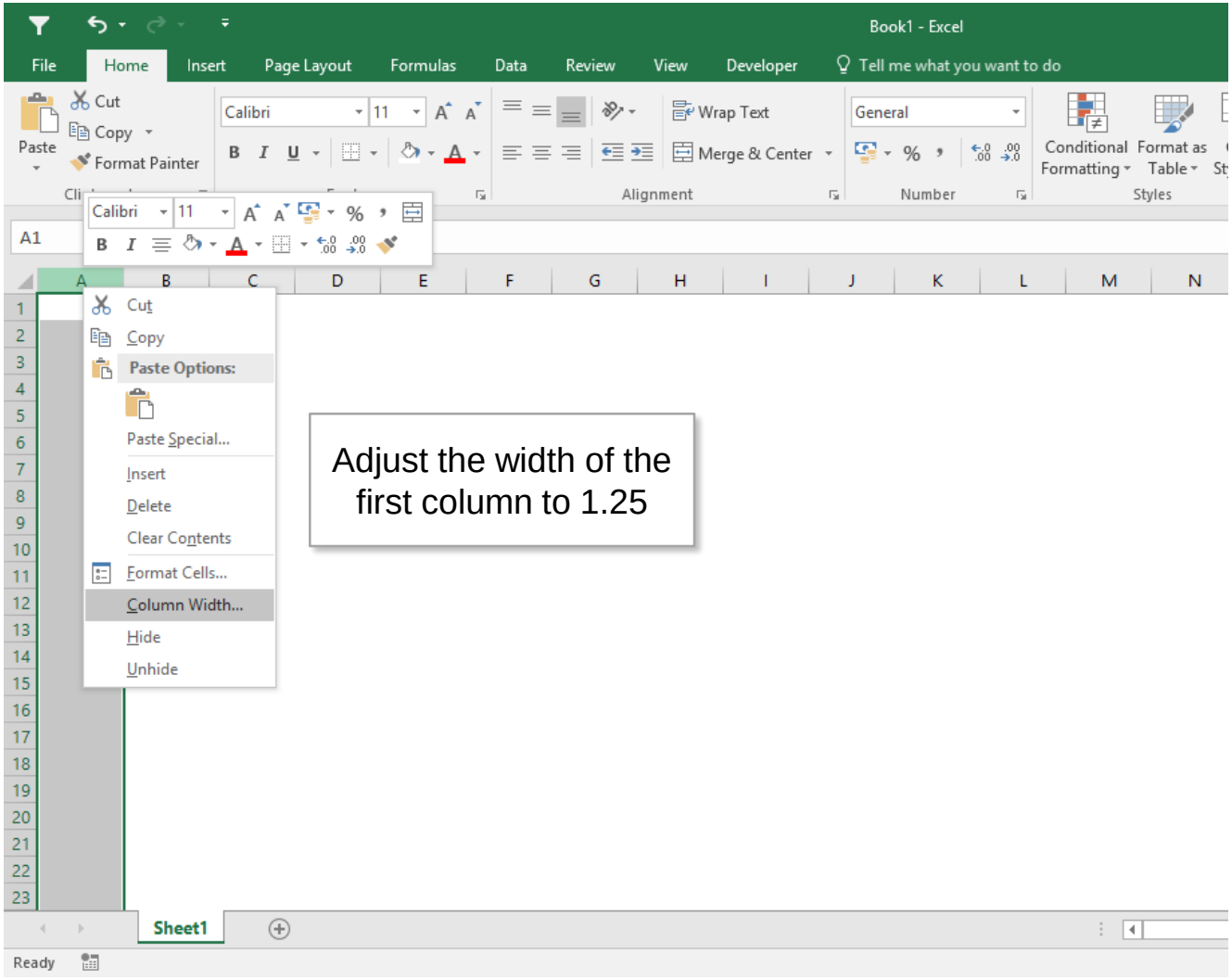
Formatting a worksheet



Formatting a worksheet



Formatting a worksheet



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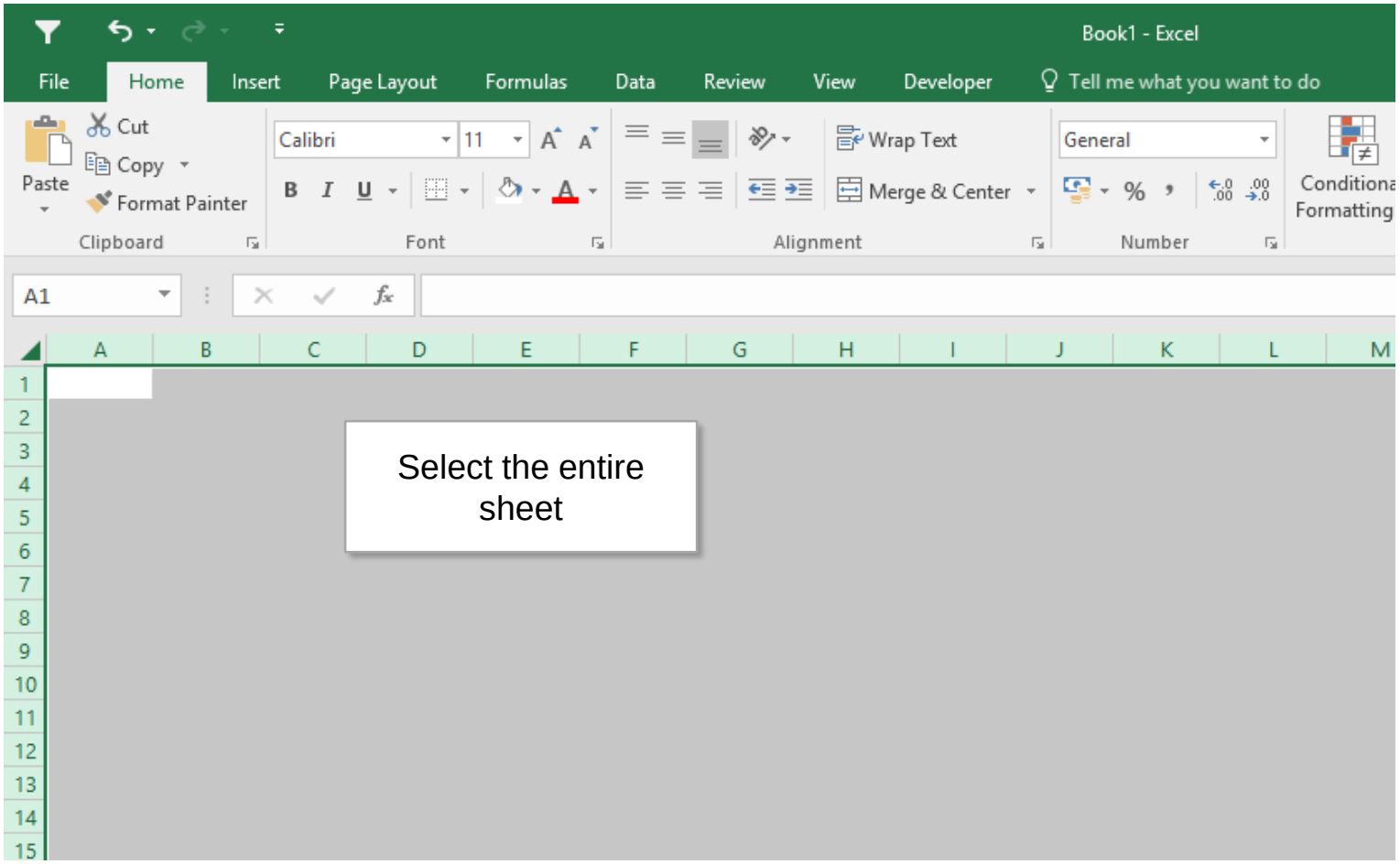
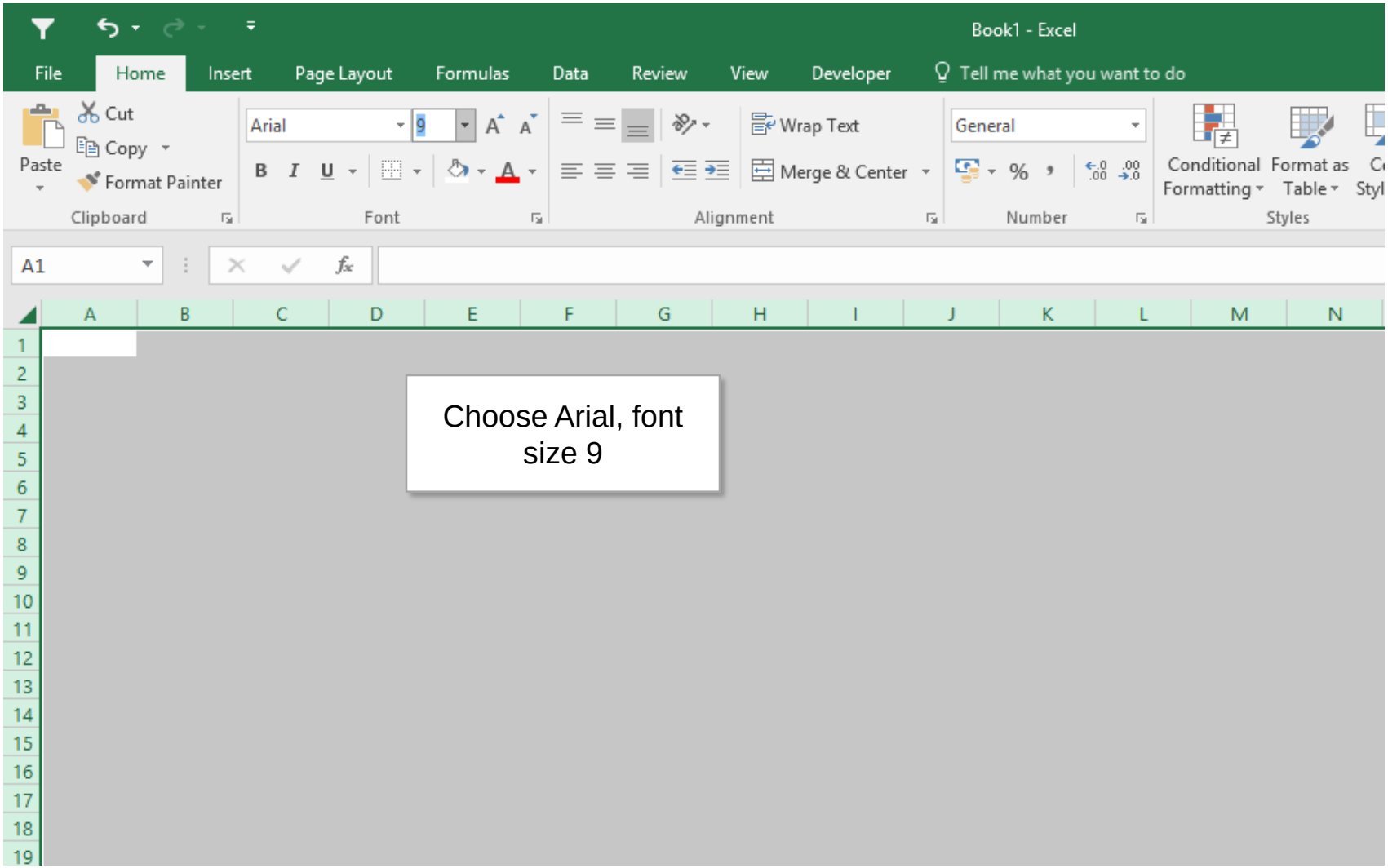
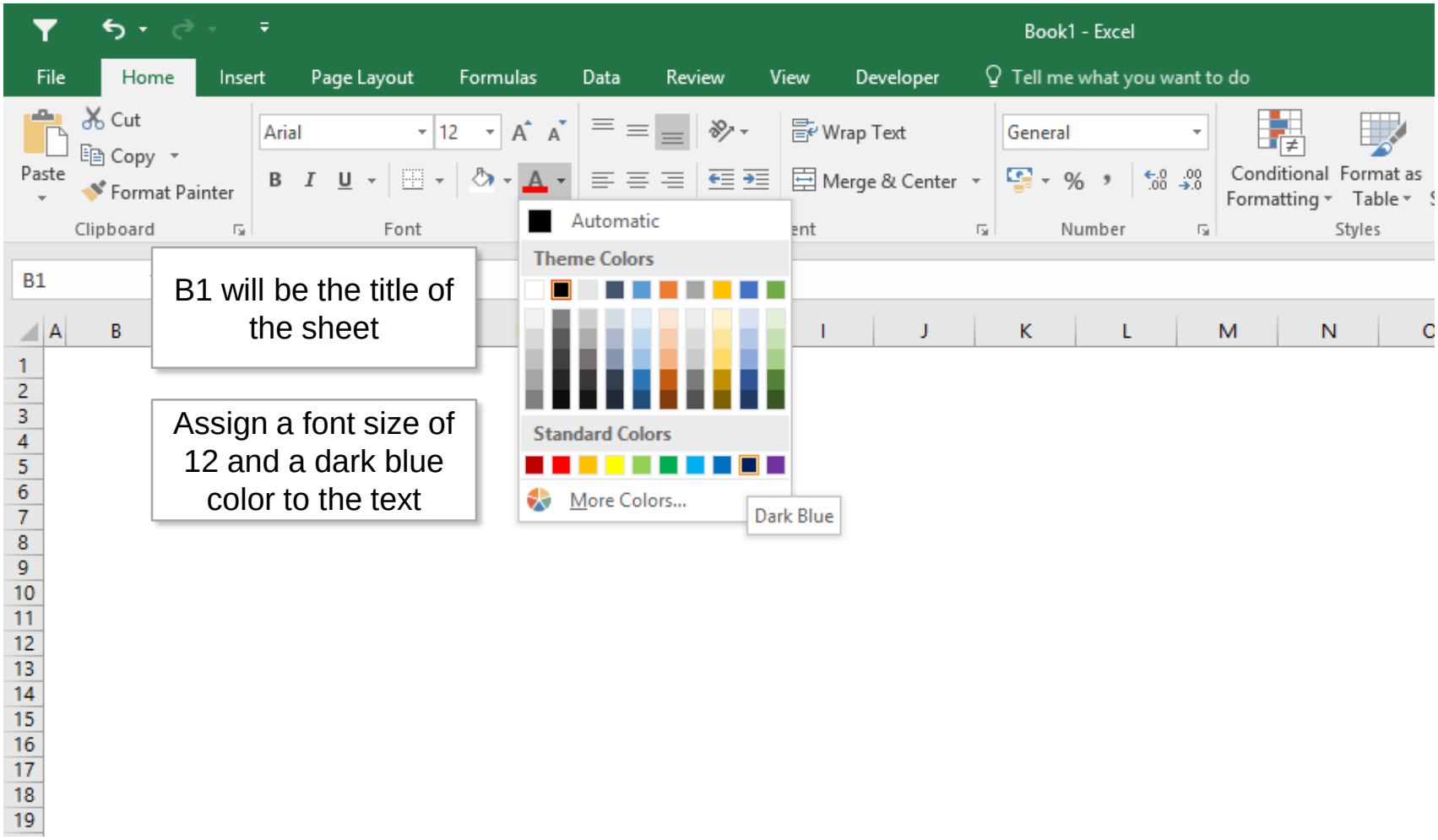


Formatting a worksheet



Formatting a worksheet



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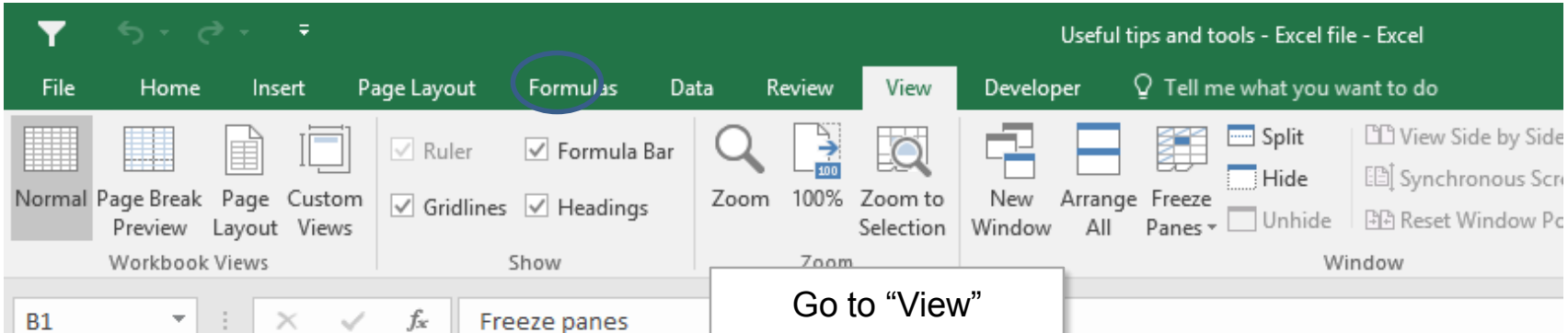
Freeze Panes

Freeze panes

365 Careers

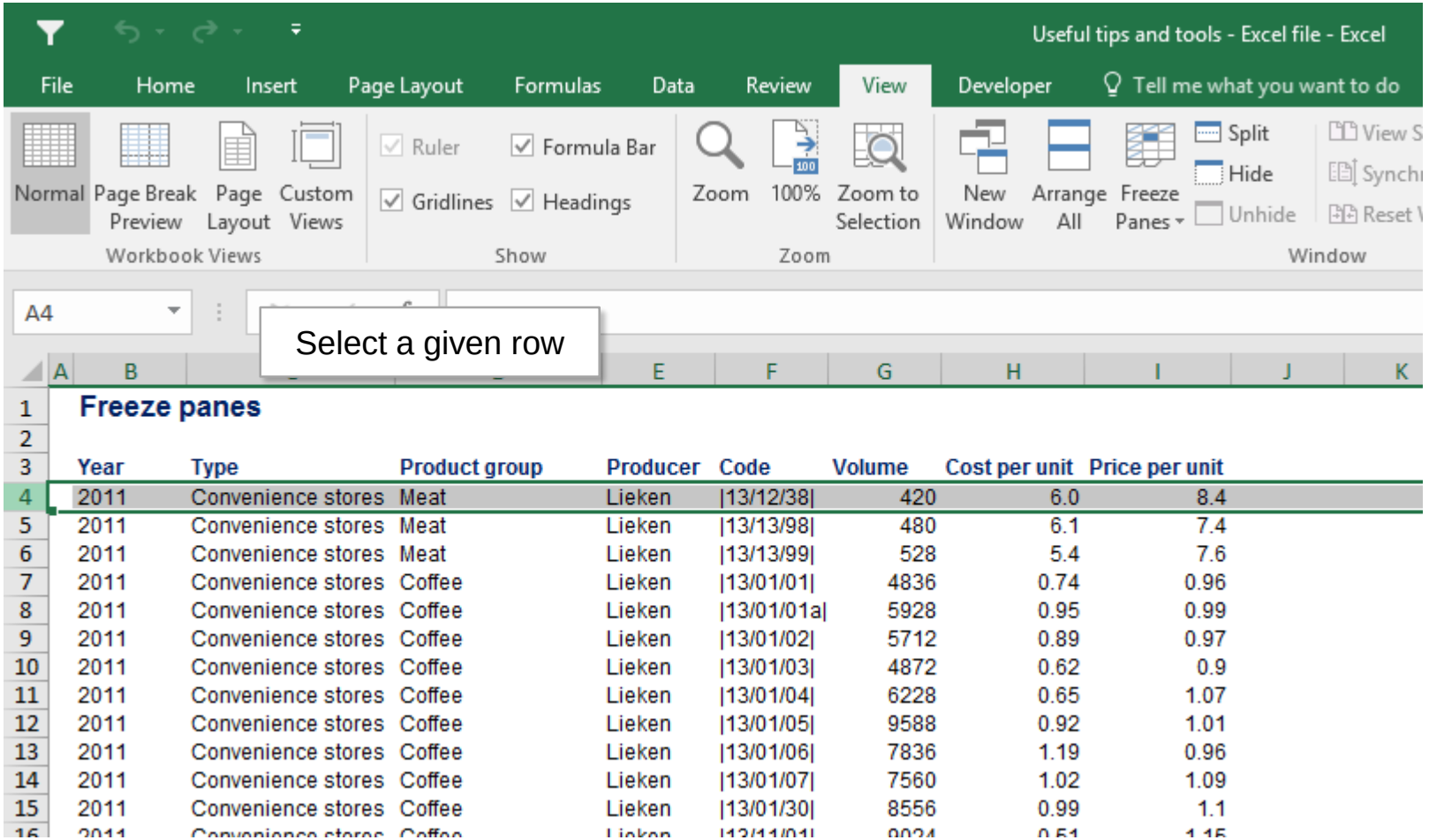


Freeze panes

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	Lieken	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee	Lieken	|13/01/03|	4872	0.62	0.9
2011	Convenience stores	Coffee	Lieken	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	Lieken	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15
2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98

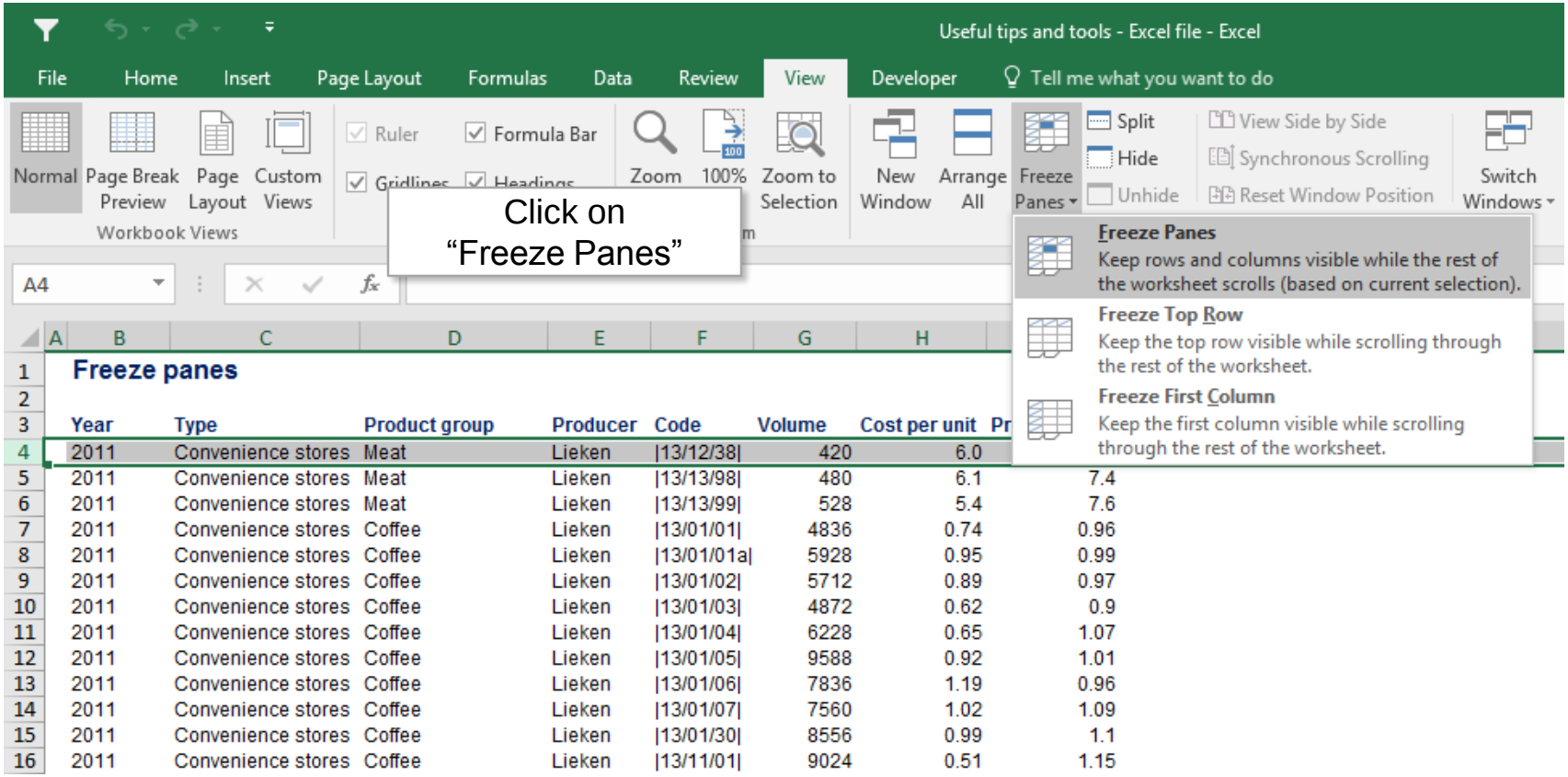
Freeze panes

365 Careers



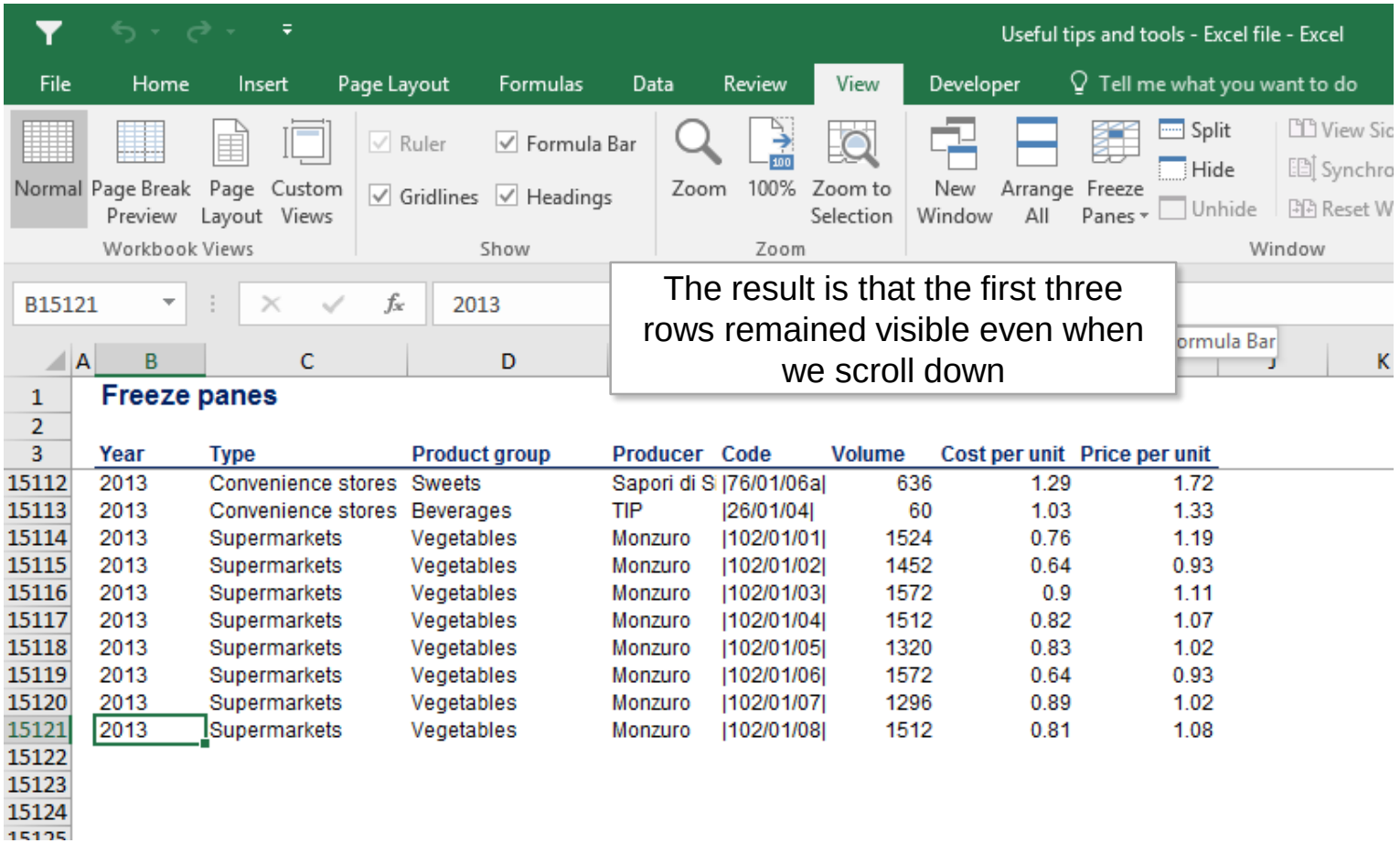
	A	B	C	D	E	F	G	H	I	J	K
1	**Freeze panes**										
2											
3		Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit		
4		2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4		
5		2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4		
6		2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6		
7		2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96		
8		2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99		
9		2011	Convenience stores	Coffee	Lieken	|13/01/02|	5712	0.89	0.97		
10		2011	Convenience stores	Coffee	Lieken	|13/01/03|	4872	0.62	0.9		
11		2011	Convenience stores	Coffee	Lieken	|13/01/04|	6228	0.65	1.07		
12		2011	Convenience stores	Coffee	Lieken	|13/01/05|	9588	0.92	1.01		
13		2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96		
14		2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09		
15		2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1		

Freeze panes



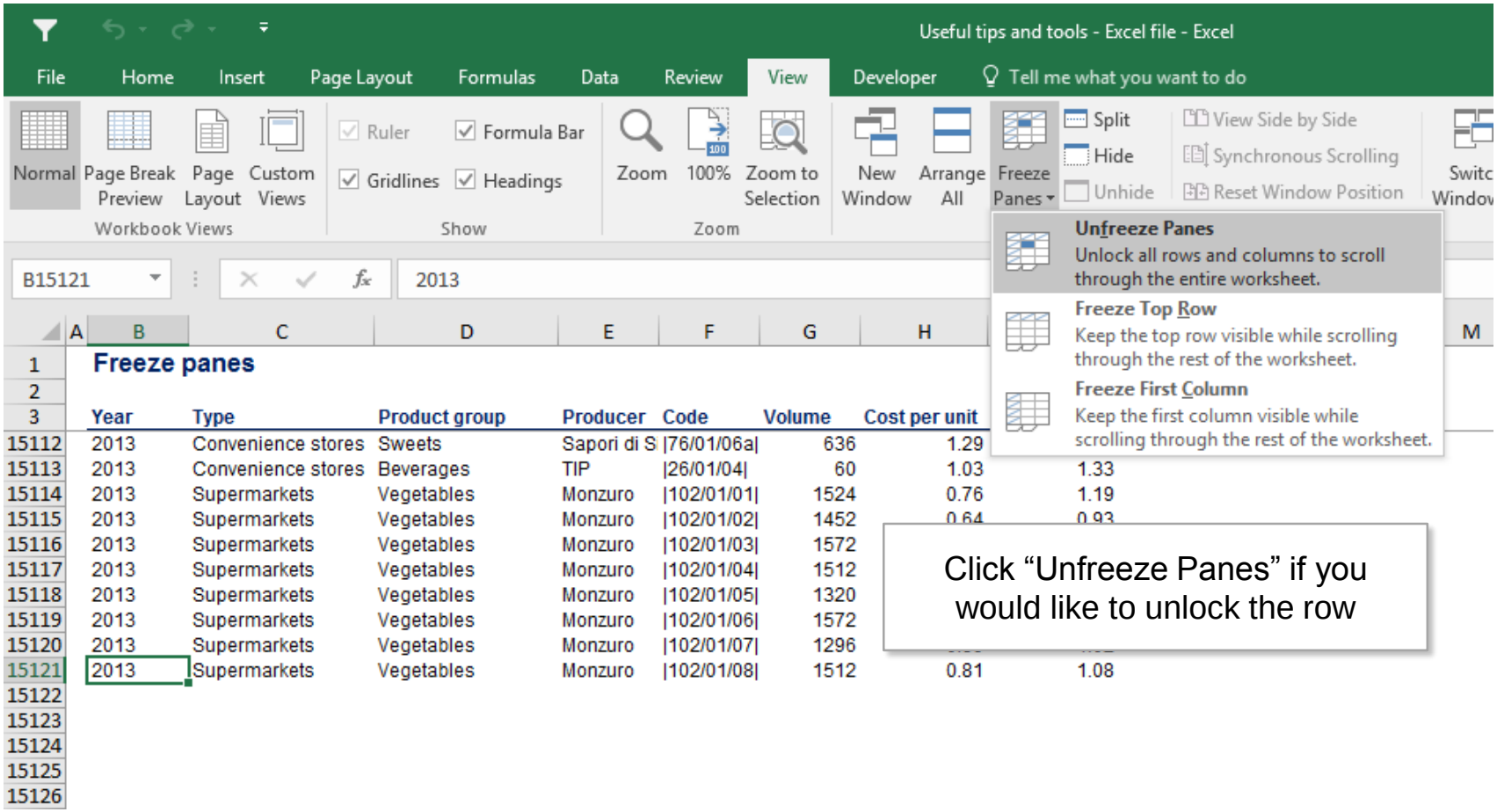
Year	Type	Product group	Producer	Code	Volume	Cost per unit	Pr
2011	Convenience stores	Meat	Lieken	13/12/38	420	6.0	
2011	Convenience stores	Meat	Lieken	13/13/98	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	13/13/99	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	13/01/01	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	13/01/01a	5928	0.95	0.99
2011	Convenience stores	Coffee	Lieken	13/01/02	5712	0.89	0.97
2011	Convenience stores	Coffee	Lieken	13/01/03	4872	0.62	0.9
2011	Convenience stores	Coffee	Lieken	13/01/04	6228	0.65	1.07
2011	Convenience stores	Coffee	Lieken	13/01/05	9588	0.92	1.01
2011	Convenience stores	Coffee	Lieken	13/01/06	7836	1.19	0.96
2011	Convenience stores	Coffee	Lieken	13/01/07	7560	1.02	1.09
2011	Convenience stores	Coffee	Lieken	13/01/30	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	13/11/01	9024	0.51	1.15

Freeze panes

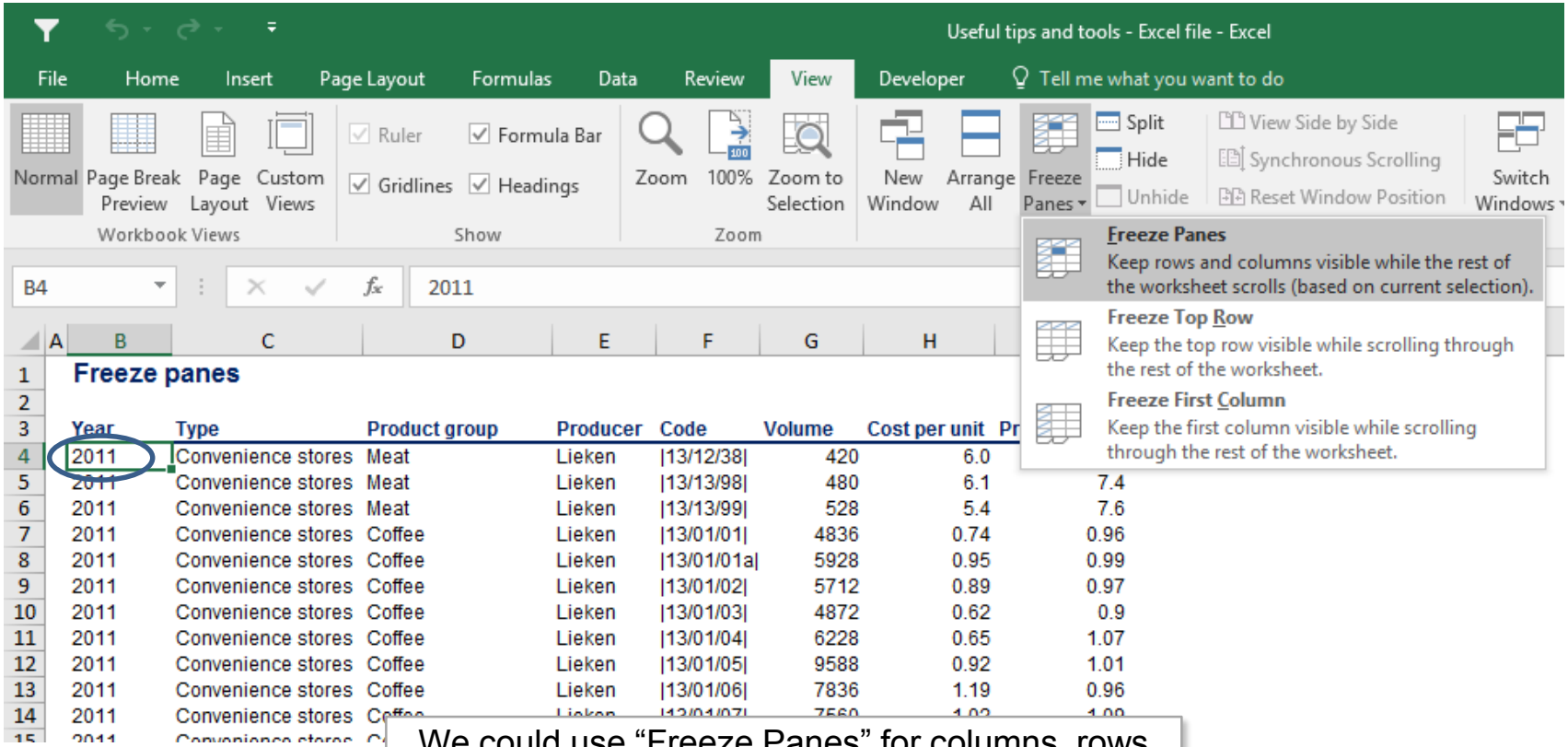


	Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
15112	2013	Convenience stores	Sweets	Sapori di S	|76/01/06a|	636	1.29	1.72
15113	2013	Convenience stores	Beverages	TIP	|26/01/04|	60	1.03	1.33
15114	2013	Supermarkets	Vegetables	Monzuro	|102/01/01|	1524	0.76	1.19
15115	2013	Supermarkets	Vegetables	Monzuro	|102/01/02|	1452	0.64	0.93
15116	2013	Supermarkets	Vegetables	Monzuro	|102/01/03|	1572	0.9	1.11
15117	2013	Supermarkets	Vegetables	Monzuro	|102/01/04|	1512	0.82	1.07
15118	2013	Supermarkets	Vegetables	Monzuro	|102/01/05|	1320	0.83	1.02
15119	2013	Supermarkets	Vegetables	Monzuro	|102/01/06|	1572	0.64	0.93
15120	2013	Supermarkets	Vegetables	Monzuro	|102/01/07|	1296	0.89	1.02
15121	2013	Supermarkets	Vegetables	Monzuro	|102/01/08|	1512	0.81	1.08

Freeze panes

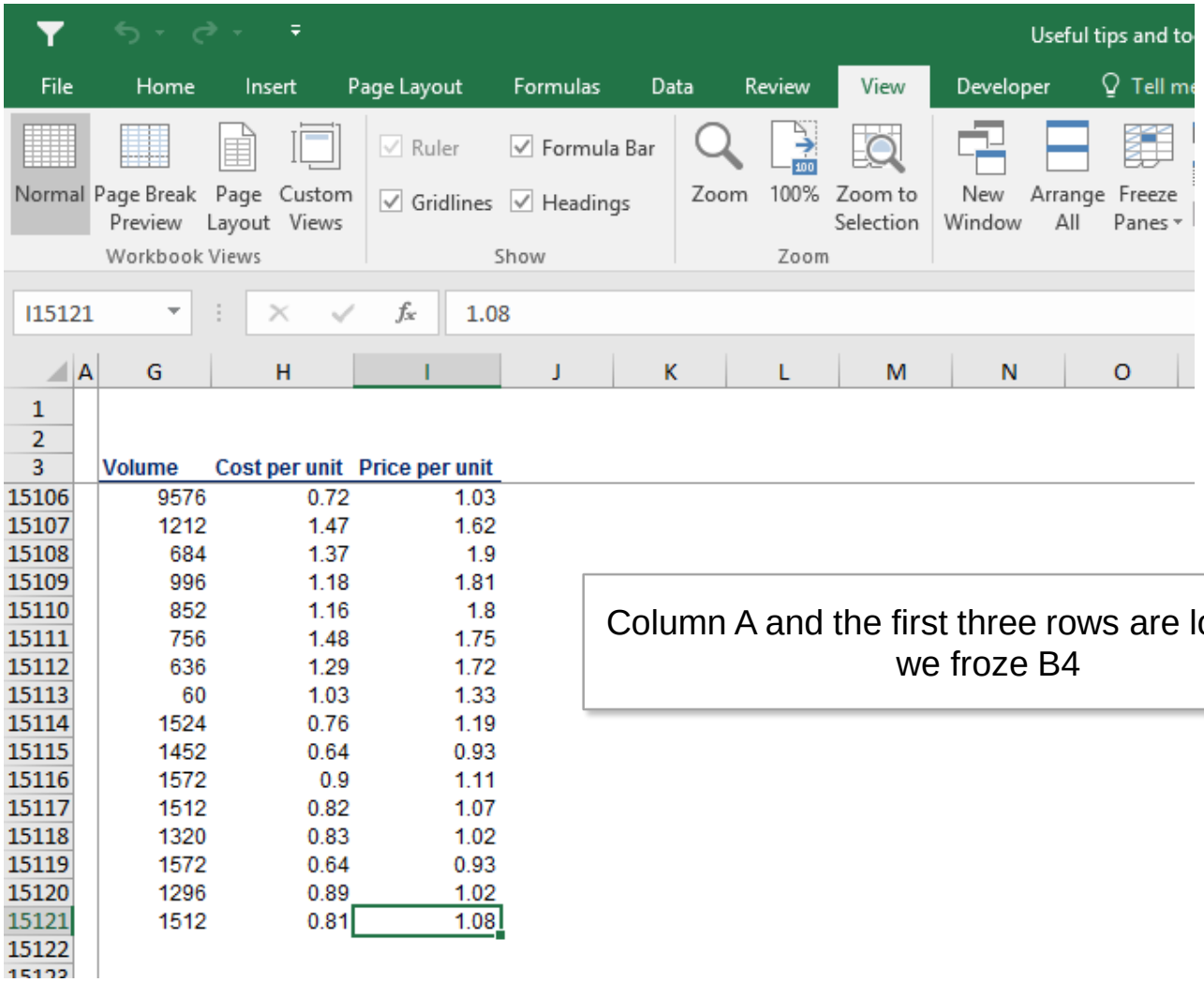


Freeze panes


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Normal
Page Break Preview
Page Layout
Custom Views
Workbook Views
Ruler
Formula Bar
Gridlines
Headings
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.
Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.
B4
2011
Freeze panes
Year Type Product group Producer Code Volume Cost per unit
2011 Convenience stores Meat Lieken |13/12/38| 420 6.0
2011 Convenience stores Meat Lieken |13/13/98| 480 6.1 7.4
2011 Convenience stores Meat Lieken |13/13/99| 528 5.4 7.6
2011 Convenience stores Coffee Lieken |13/01/01| 4836 0.74 0.96
2011 Convenience stores Coffee Lieken |13/01/01a| 5928 0.95 0.99
2011 Convenience stores Coffee Lieken |13/01/02| 5712 0.89 0.97
2011 Convenience stores Coffee Lieken |13/01/03| 4872 0.62 0.9
2011 Convenience stores Coffee Lieken |13/01/04| 6228 0.65 1.07
2011 Convenience stores Coffee Lieken |13/01/05| 9588 0.92 1.01
2011 Convenience stores Coffee Lieken |13/01/06| 7836 1.19 0.96

We could use “Freeze Panes” for columns, rows or single cells. In this example we will freeze everything above B4 and everything to its left side

Freeze panes



	A	G	H	I	J	K	L	M	N	O
1										
2										
3		Volume	Cost per unit	Price per unit						
15106		9576	0.72	1.03						
15107		1212	1.47	1.62						
15108		684	1.37	1.9						
15109		996	1.18	1.81						
15110		852	1.16	1.8						
15111		756	1.48	1.75						
15112		636	1.29	1.72						
15113		60	1.03	1.33						
15114		1524	0.76	1.19						
15115		1452	0.64	0.93						
15116		1572	0.9	1.11						
15117		1512	0.82	1.07						
15118		1320	0.83	1.02						
15119		1572	0.64	0.93						
15120		1296	0.89	1.02						
15121		1512	0.81	1.08						
15122										

Column A and the first three rows are locked after we froze B4

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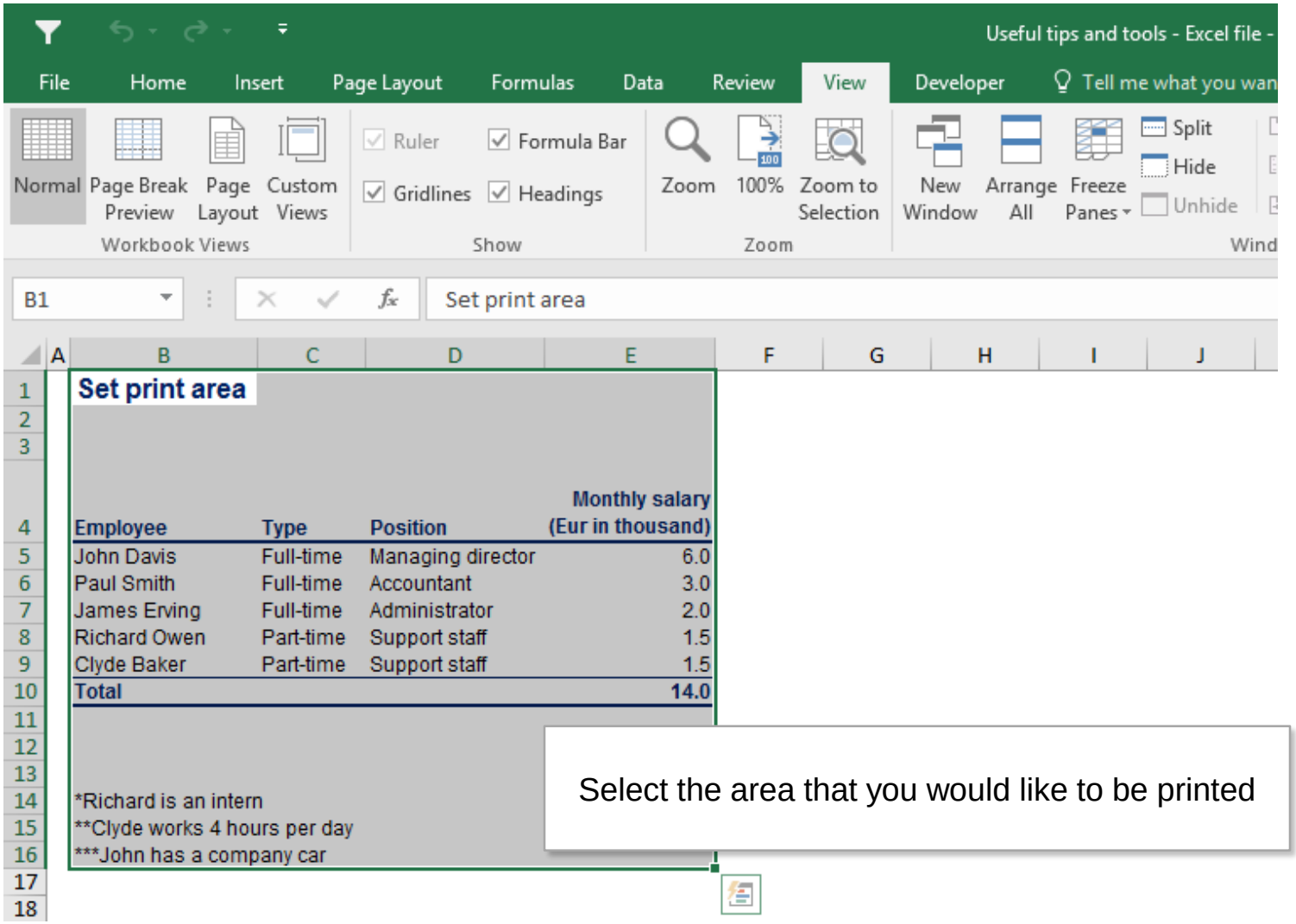
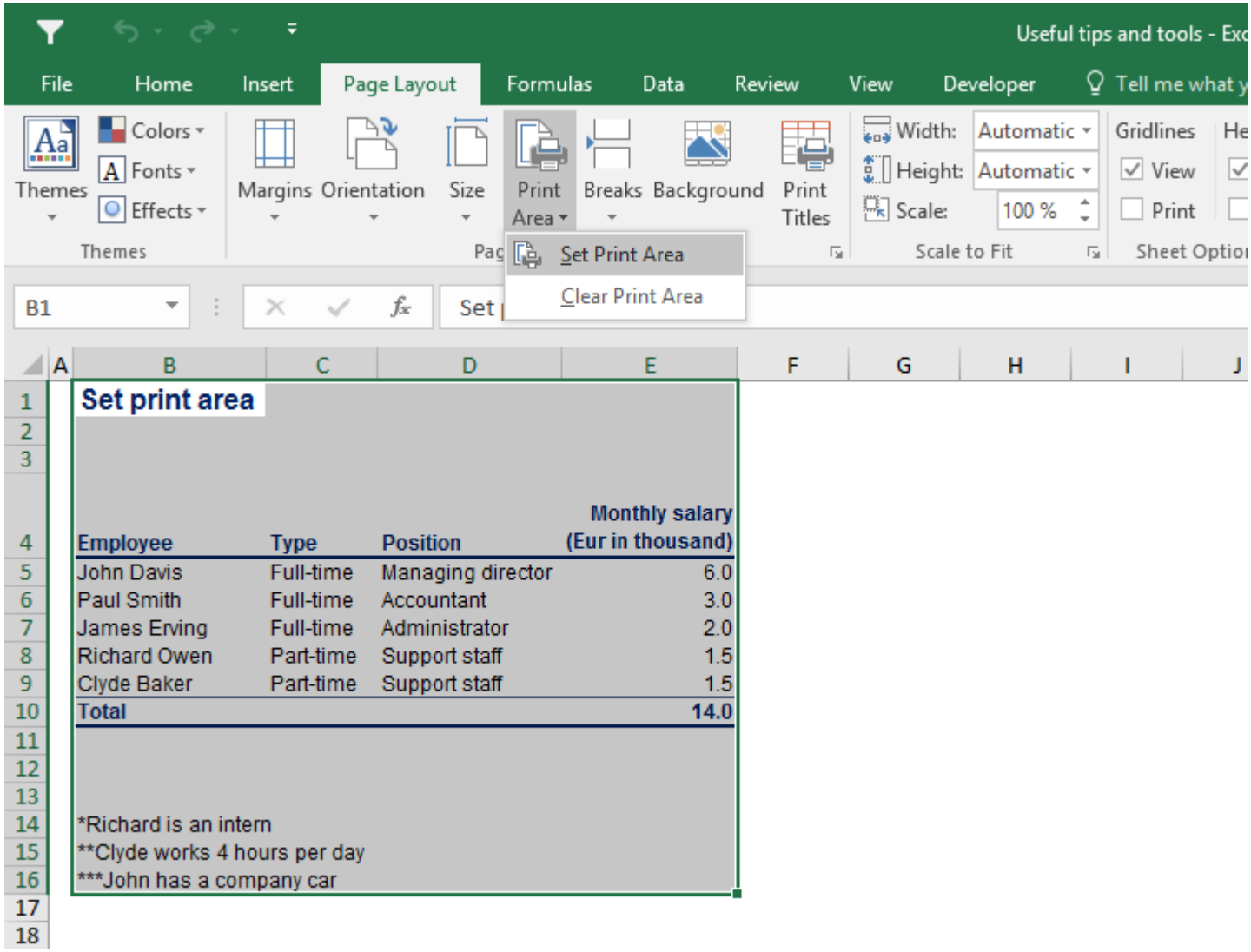
Set Print Area

Set print area



Set print area



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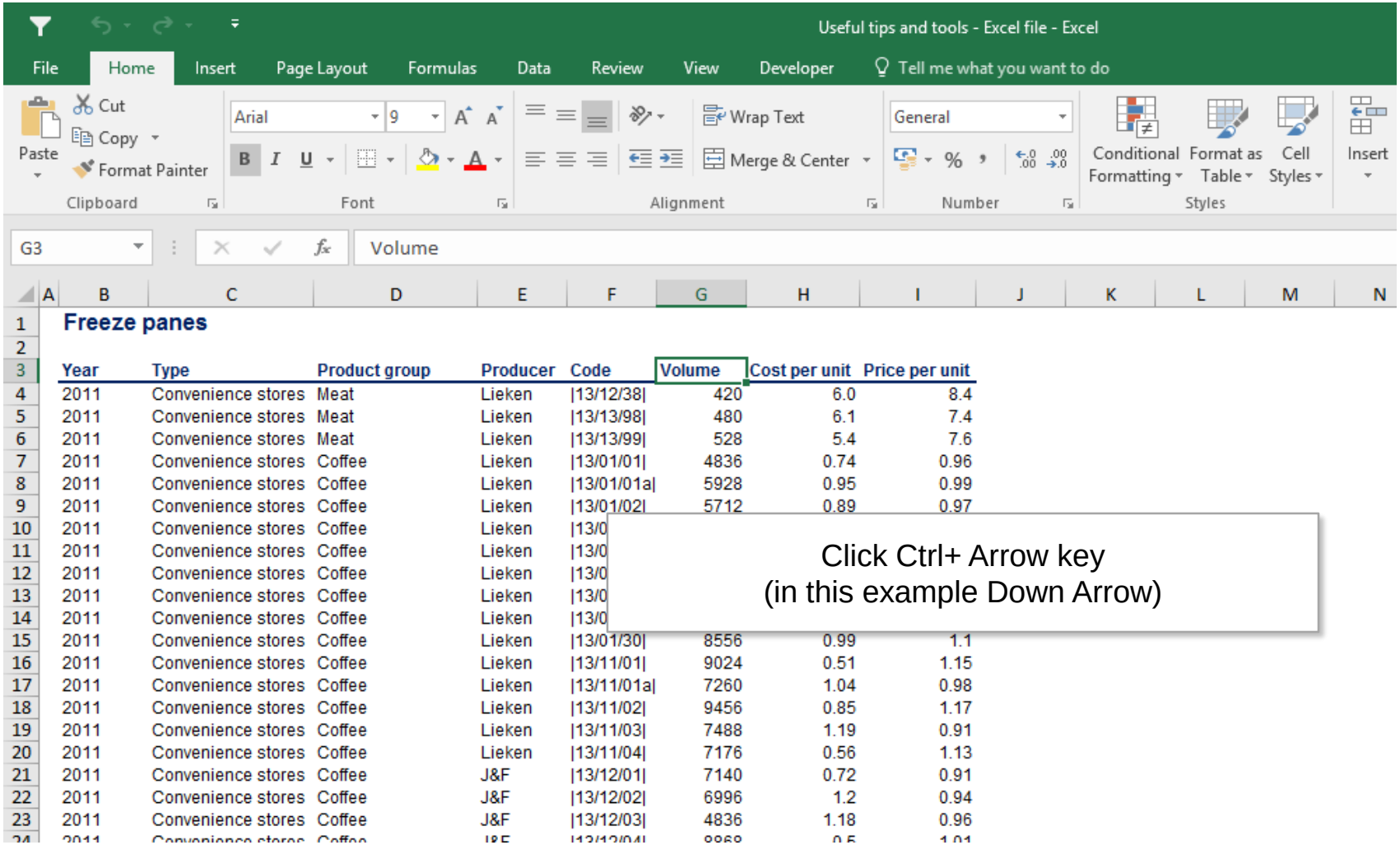
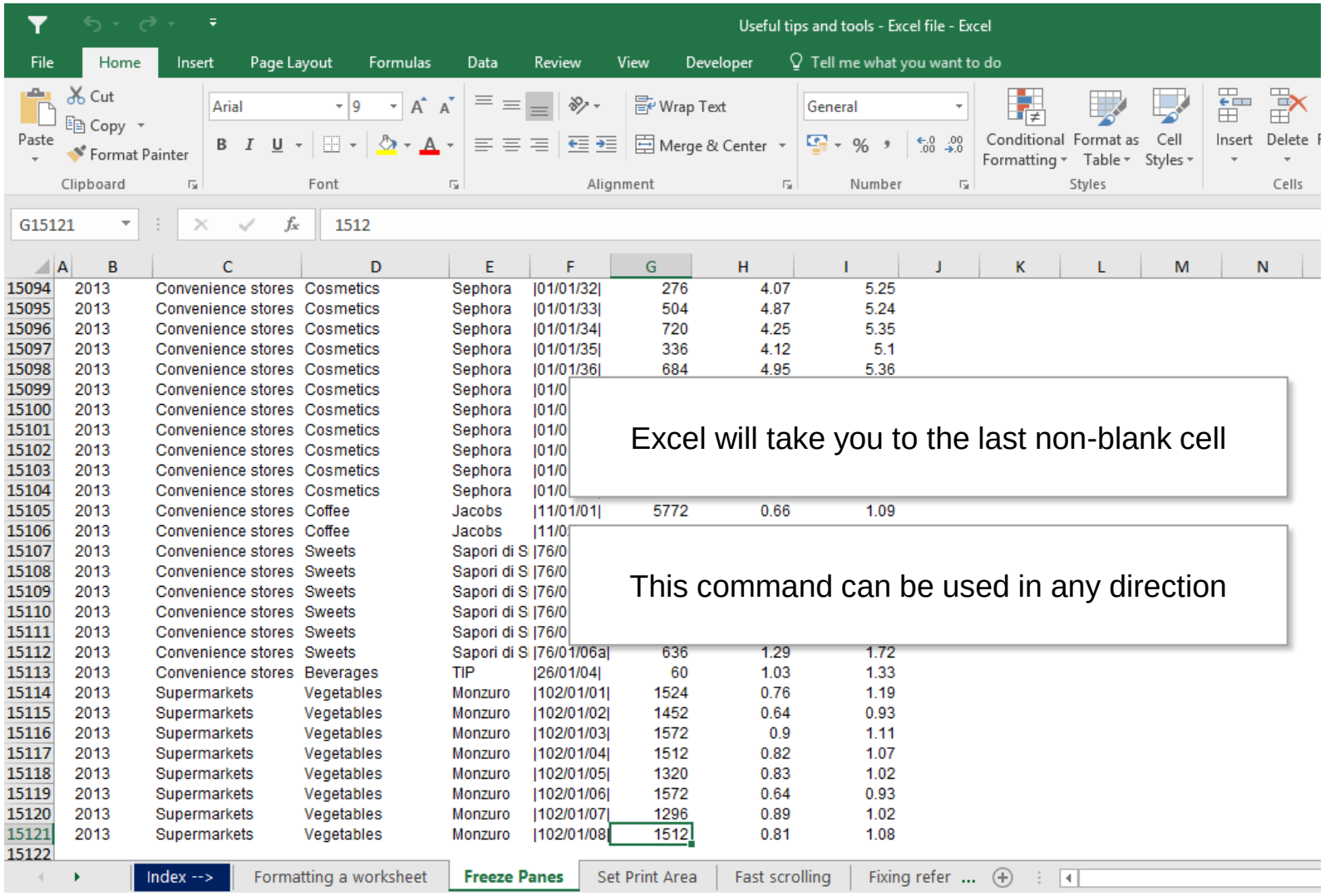
Fast Scrolling

Fast scrolling



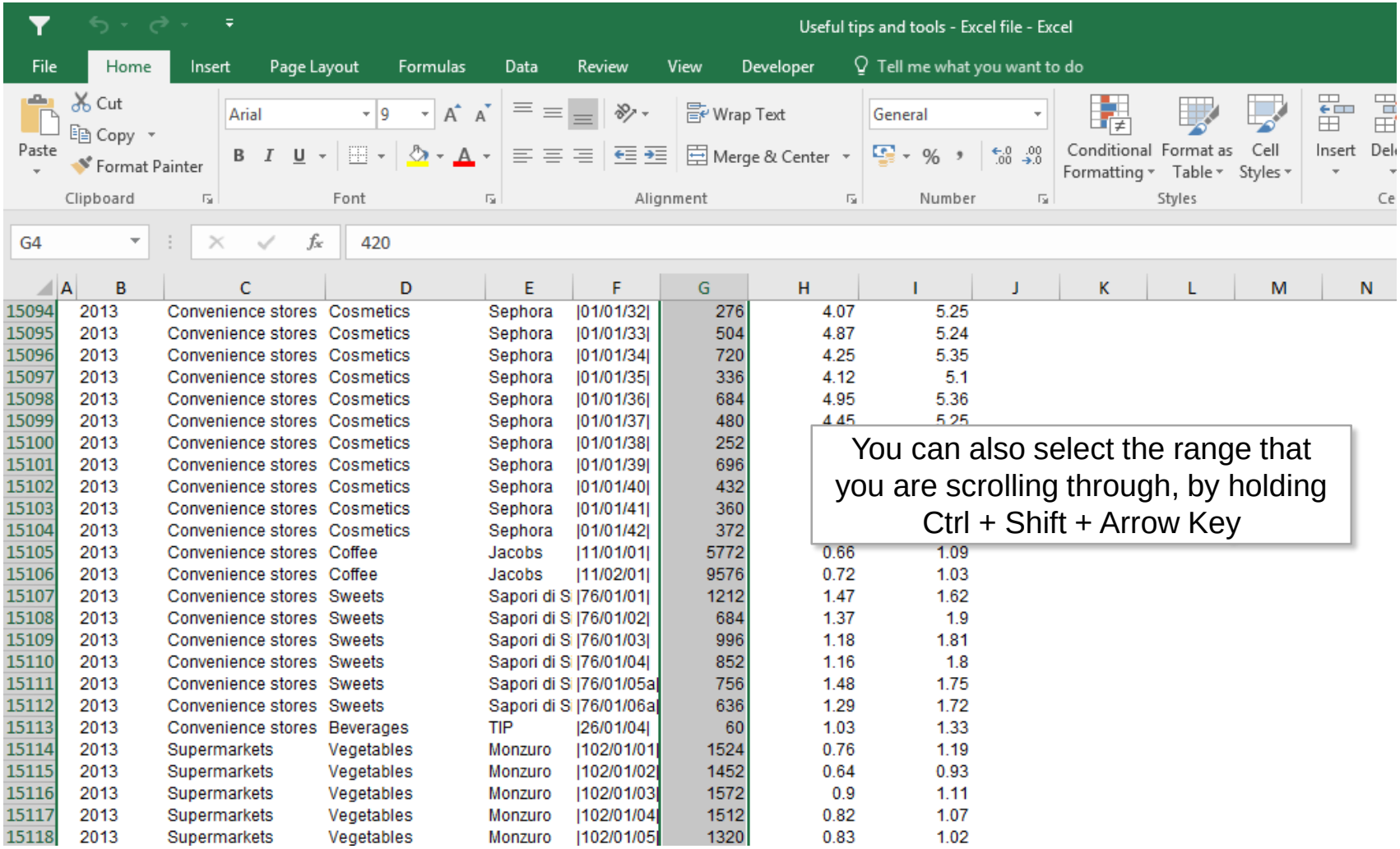
Fast scrolling


Useful tips and tools - Excel file - Excel
File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do
Cut Copy Format Painter Paste
Arial 9
Wrap Text
General
Merge & Center
Conditional Formatting
Format as Table
Cell Styles
Insert Delete
Clipboard Font Alignment Number Styles Cells
G15121
1512
Excel will take you to the last non-blank cell
This command can be used in any direction
Index --> Formatting a worksheet Freeze Panes Set Print Area Fast scrolling Fixing refer ...

	A	B	C	D	E	F	G	H	I
15094		2013	Convenience stores	Cosmetics	Sephora	01/01/32	276	4.07	5.25
15095		2013	Convenience stores	Cosmetics	Sephora	01/01/33	504	4.87	5.24
15096		2013	Convenience stores	Cosmetics	Sephora	01/01/34	720	4.25	5.35
15097		2013	Convenience stores	Cosmetics	Sephora	01/01/35	336	4.12	5.1
15098		2013	Convenience stores	Cosmetics	Sephora	01/01/36	684	4.95	5.36
15099		2013	Convenience stores	Cosmetics	Sephora	01/0			
15100		2013	Convenience stores	Cosmetics	Sephora	01/0			
15101		2013	Convenience stores	Cosmetics	Sephora	01/0			
15102		2013	Convenience stores	Cosmetics	Sephora	01/0			
15103		2013	Convenience stores	Cosmetics	Sephora	01/0			
15104		2013	Convenience stores	Cosmetics	Sephora	01/0			
15105		2013	Convenience stores	Coffee	Jacobs	11/01/01	5772	0.66	1.09
15106		2013	Convenience stores	Coffee	Jacobs	11/0			
15107		2013	Convenience stores	Sweets	Sapori di S	76/0			
15108		2013	Convenience stores	Sweets	Sapori di S	76/0			
15109		2013	Convenience stores	Sweets	Sapori di S	76/0			
15110		2013	Convenience stores	Sweets	Sapori di S	76/0			
15111		2013	Convenience stores	Sweets	Sapori di S	76/0			
15112		2013	Convenience stores	Sweets	Sapori di S	76/01/06a	636	1.29	1.72
15113		2013	Convenience stores	Beverages	TIP	26/01/04	60	1.03	1.33
15114		2013	Supermarkets	Vegetables	Monzuro	102/01/01	1524	0.76	1.19
15115		2013	Supermarkets	Vegetables	Monzuro	102/01/02	1452	0.64	0.93
15116		2013	Supermarkets	Vegetables	Monzuro	102/01/03	1572	0.9	1.11
15117		2013	Supermarkets	Vegetables	Monzuro	102/01/04	1512	0.82	1.07
15118		2013	Supermarkets	Vegetables	Monzuro	102/01/05	1320	0.83	1.02
15119		2013	Supermarkets	Vegetables	Monzuro	102/01/06	1572	0.64	0.93
15120		2013	Supermarkets	Vegetables	Monzuro	102/01/07	1296	0.89	1.02
15121		2013	Supermarkets	Vegetables	Monzuro	102/01/08	1512	0.81	1.08
15122									

Fast scrolling

365 Careers



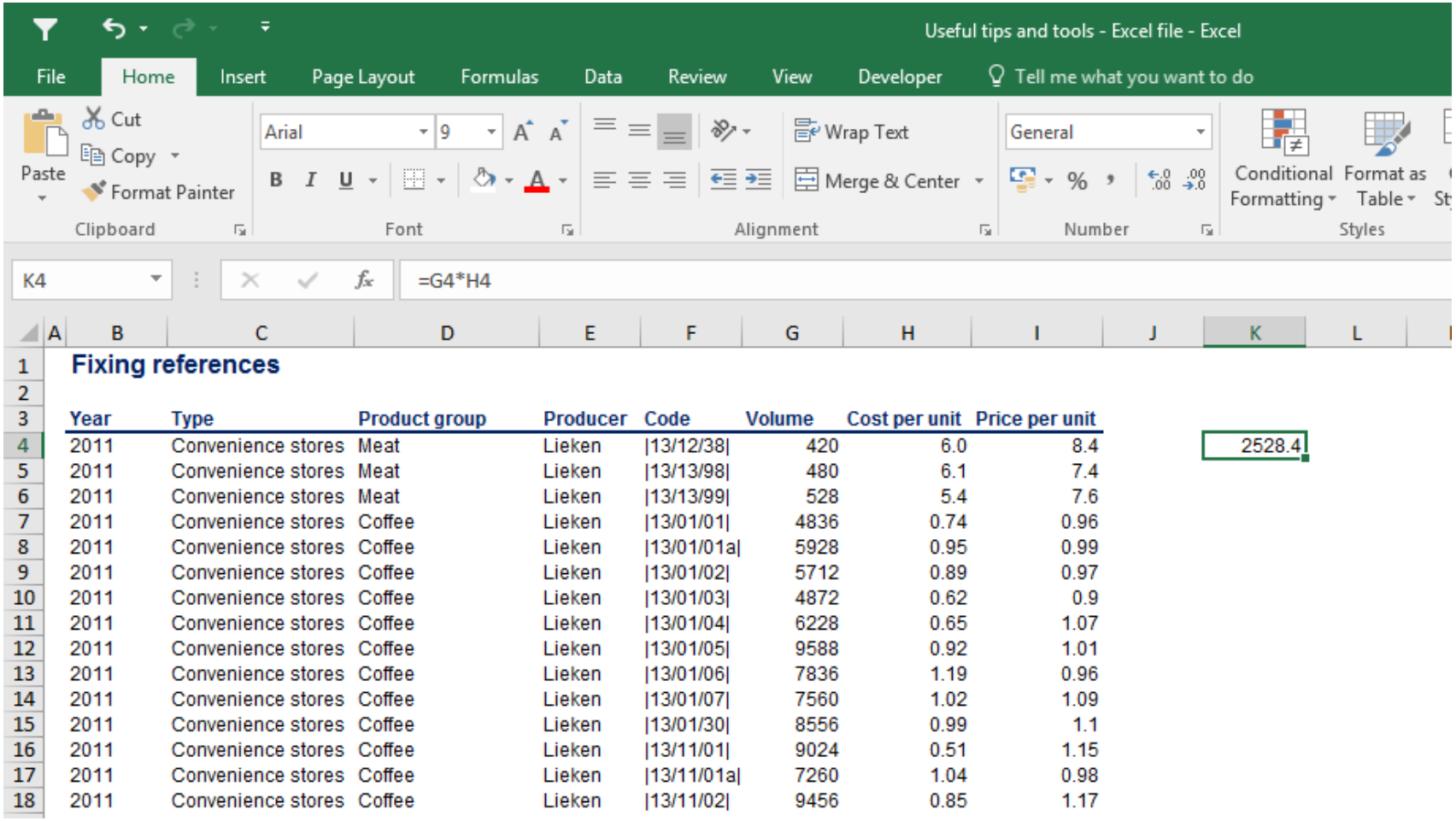
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
15094		2013	Convenience stores	Cosmetics	Sephora	|01/01/32|	276	4.07	5.25					
15095		2013	Convenience stores	Cosmetics	Sephora	|01/01/33|	504	4.87	5.24					
15096		2013	Convenience stores	Cosmetics	Sephora	|01/01/34|	720	4.25	5.35					
15097		2013	Convenience stores	Cosmetics	Sephora	|01/01/35|	336	4.12	5.1					
15098		2013	Convenience stores	Cosmetics	Sephora	|01/01/36|	684	4.95	5.36					
15099		2013	Convenience stores	Cosmetics	Sephora	|01/01/37|	480	4.45	5.25					
15100		2013	Convenience stores	Cosmetics	Sephora	|01/01/38|	252							
15101		2013	Convenience stores	Cosmetics	Sephora	|01/01/39|	696							
15102		2013	Convenience stores	Cosmetics	Sephora	|01/01/40|	432							
15103		2013	Convenience stores	Cosmetics	Sephora	|01/01/41|	360							
15104		2013	Convenience stores	Cosmetics	Sephora	|01/01/42|	372							
15105		2013	Convenience stores	Coffee	Jacobs	|11/01/01|	5772	0.66	1.09					
15106		2013	Convenience stores	Coffee	Jacobs	|11/02/01|	9576	0.72	1.03					
15107		2013	Convenience stores	Sweets	Sapori di S	|76/01/01|	1212	1.47	1.62					
15108		2013	Convenience stores	Sweets	Sapori di S	|76/01/02|	684	1.37	1.9					
15109		2013	Convenience stores	Sweets	Sapori di S	|76/01/03|	996	1.18	1.81					
15110		2013	Convenience stores	Sweets	Sapori di S	|76/01/04|	852	1.16	1.8					
15111		2013	Convenience stores	Sweets	Sapori di S	|76/01/05a|	756	1.48	1.75					
15112		2013	Convenience stores	Sweets	Sapori di S	|76/01/06a|	636	1.29	1.72					
15113		2013	Convenience stores	Beverages	TIP	|26/01/04|	60	1.03	1.33					
15114		2013	Supermarkets	Vegetables	Monzuro	|102/01/01|	1524	0.76	1.19					
15115		2013	Supermarkets	Vegetables	Monzuro	|102/01/02|	1452	0.64	0.93					
15116		2013	Supermarkets	Vegetables	Monzuro	|102/01/03|	1572	0.9	1.11					
15117		2013	Supermarkets	Vegetables	Monzuro	|102/01/04|	1512	0.82	1.07					
15118		2013	Supermarkets	Vegetables	Monzuro	|102/01/05|	1320	0.83	1.02					

You can also select the range that you are scrolling through, by holding Ctrl + Shift + Arrow Key

365 Careers

Fixing references

Fixing references



Fixing references

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
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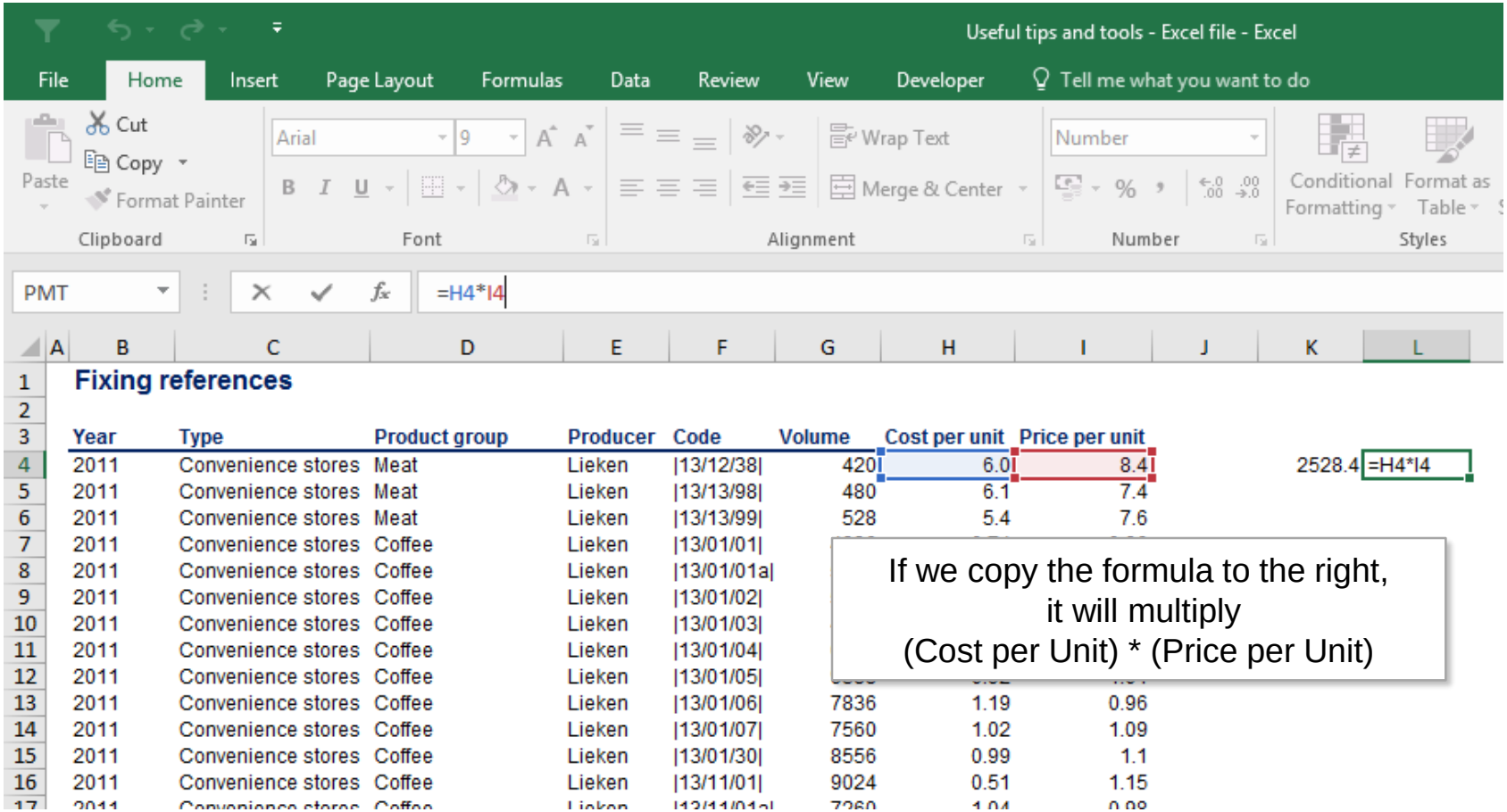
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	Lieken	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee	Lieken	|13/01/03|	4872	0.62	0.9
2011	Convenience stores	Coffee	Lieken	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	Lieken	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15
2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98
2011	Convenience stores	Coffee	Lieken	|13/11/02|	9456	0.85	1.17

2528.4

Fixing references

365 Careers



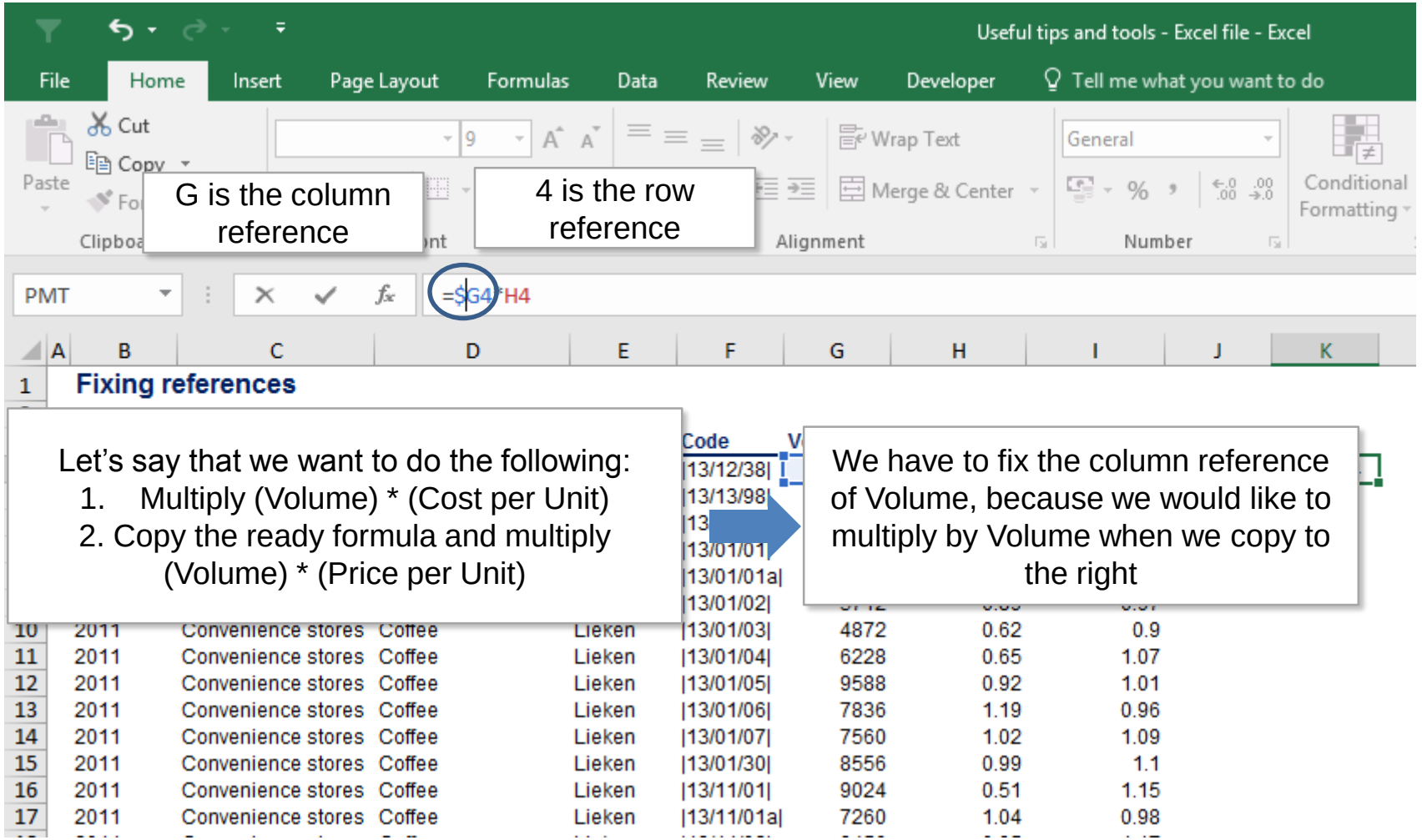
Fixing references

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	|13/01/01|			
2011	Convenience stores	Coffee	Lieken	|13/01/01a|			
2011	Convenience stores	Coffee	Lieken	|13/01/02|			
2011	Convenience stores	Coffee	Lieken	|13/01/03|			
2011	Convenience stores	Coffee	Lieken	|13/01/04|			
2011	Convenience stores	Coffee	Lieken	|13/01/05|			
2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15

2528.4 =H4*I4

If we copy the formula to the right,
it will multiply
(Cost per Unit) * (Price per Unit)

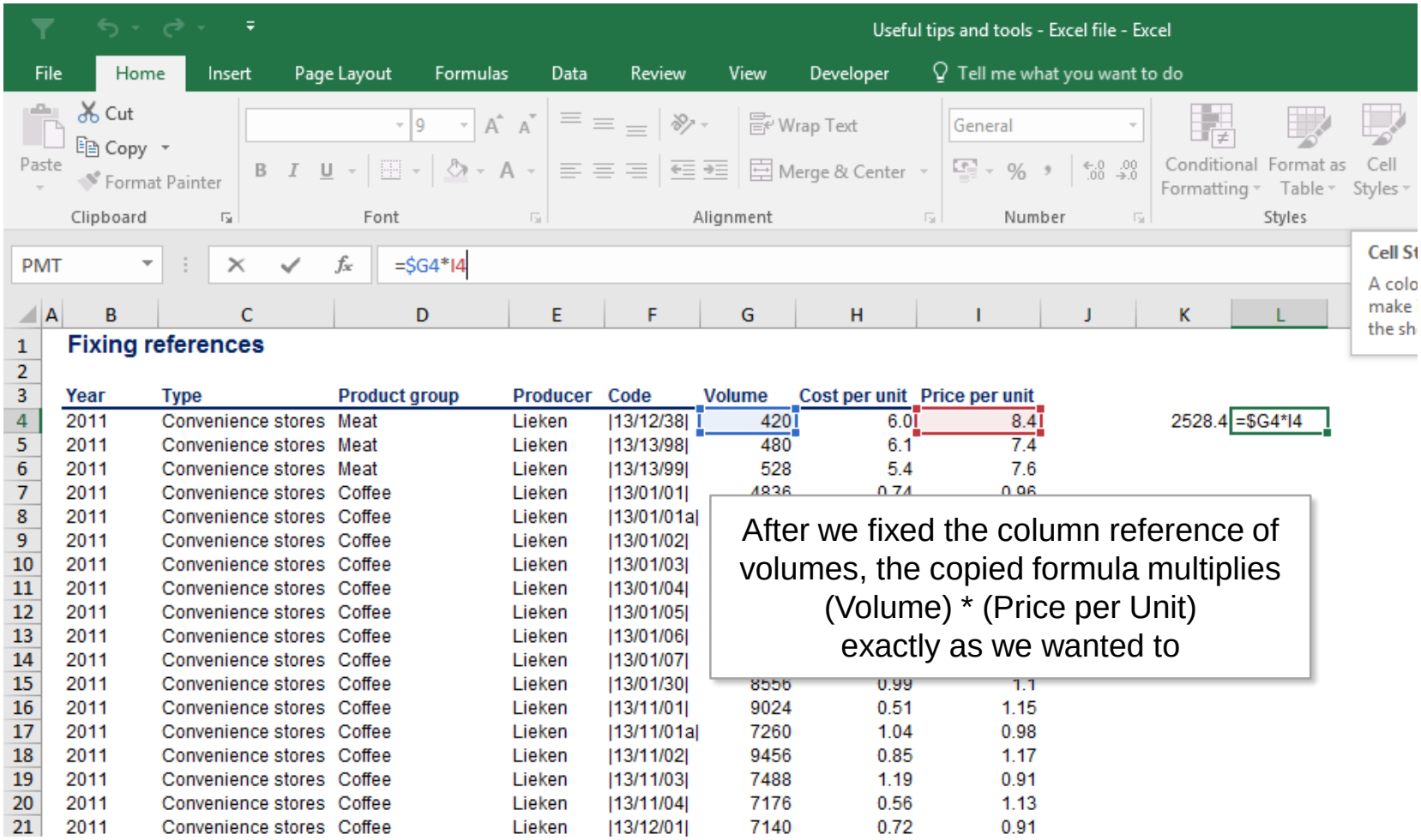
Fixing references



10	2011	Convenience stores	Coffee	Lieken	13/01/03	4872	0.62	0.9
11	2011	Convenience stores	Coffee	Lieken	13/01/04	6228	0.65	1.07
12	2011	Convenience stores	Coffee	Lieken	13/01/05	9588	0.92	1.01
13	2011	Convenience stores	Coffee	Lieken	13/01/06	7836	1.19	0.96
14	2011	Convenience stores	Coffee	Lieken	13/01/07	7560	1.02	1.09
15	2011	Convenience stores	Coffee	Lieken	13/01/30	8556	0.99	1.1
16	2011	Convenience stores	Coffee	Lieken	13/11/01	9024	0.51	1.15
17	2011	Convenience stores	Coffee	Lieken	13/11/01a	7260	1.04	0.98

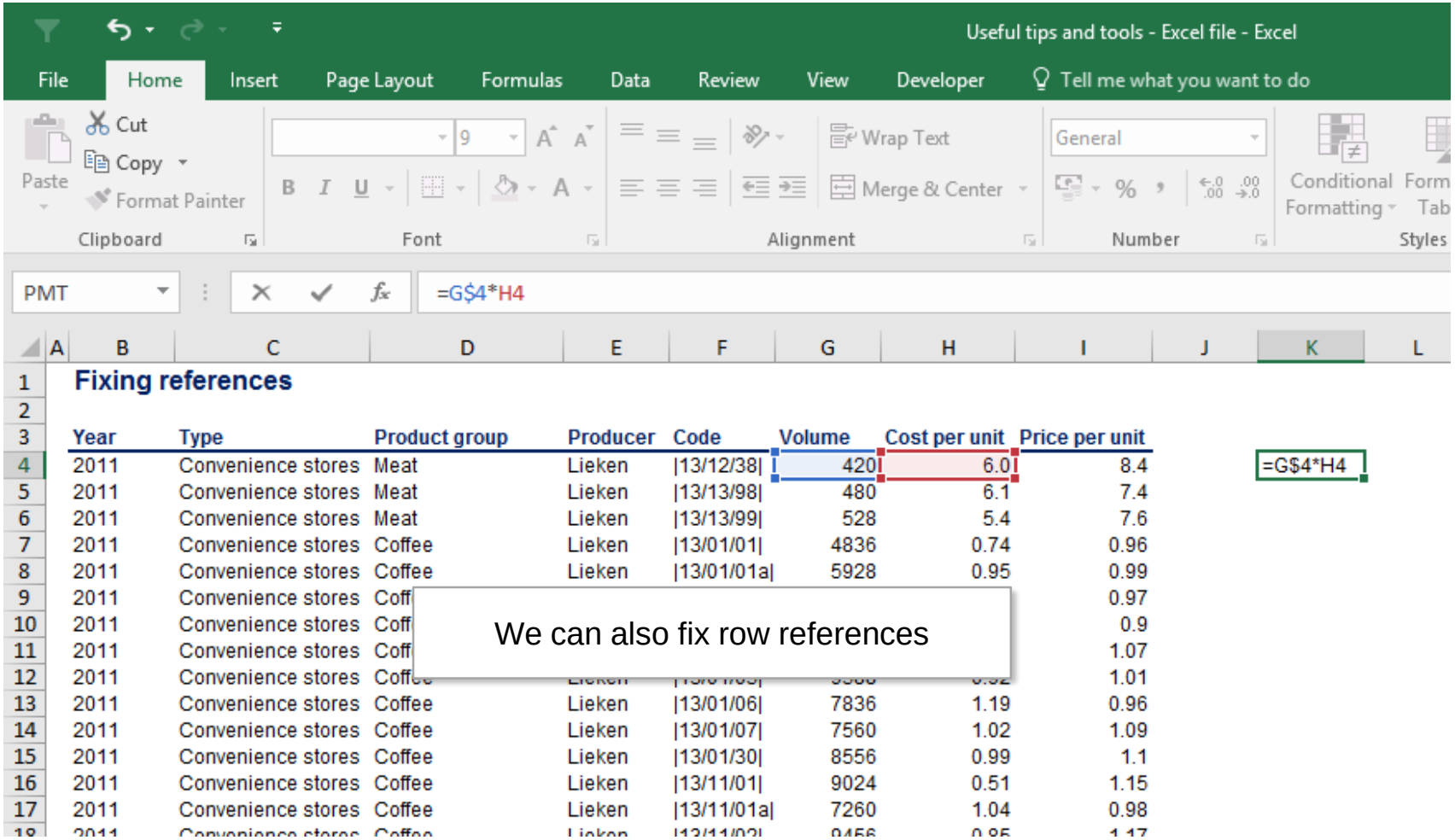
Fixing references

365 Careers



Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/01a|			
2011	Convenience stores	Coffee	Lieken	|13/01/02|			
2011	Convenience stores	Coffee	Lieken	|13/01/03|			
2011	Convenience stores	Coffee	Lieken	|13/01/04|			
2011	Convenience stores	Coffee	Lieken	|13/01/05|			
2011	Convenience stores	Coffee	Lieken	|13/01/06|			
2011	Convenience stores	Coffee	Lieken	|13/01/07|			
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15
2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98
2011	Convenience stores	Coffee	Lieken	|13/11/02|	9456	0.85	1.17
2011	Convenience stores	Coffee	Lieken	|13/11/03|	7488	1.19	0.91
2011	Convenience stores	Coffee	Lieken	|13/11/04|	7176	0.56	1.13
2011	Convenience stores	Coffee	Lieken	|13/12/01|	7140	0.72	0.91

Fixing references



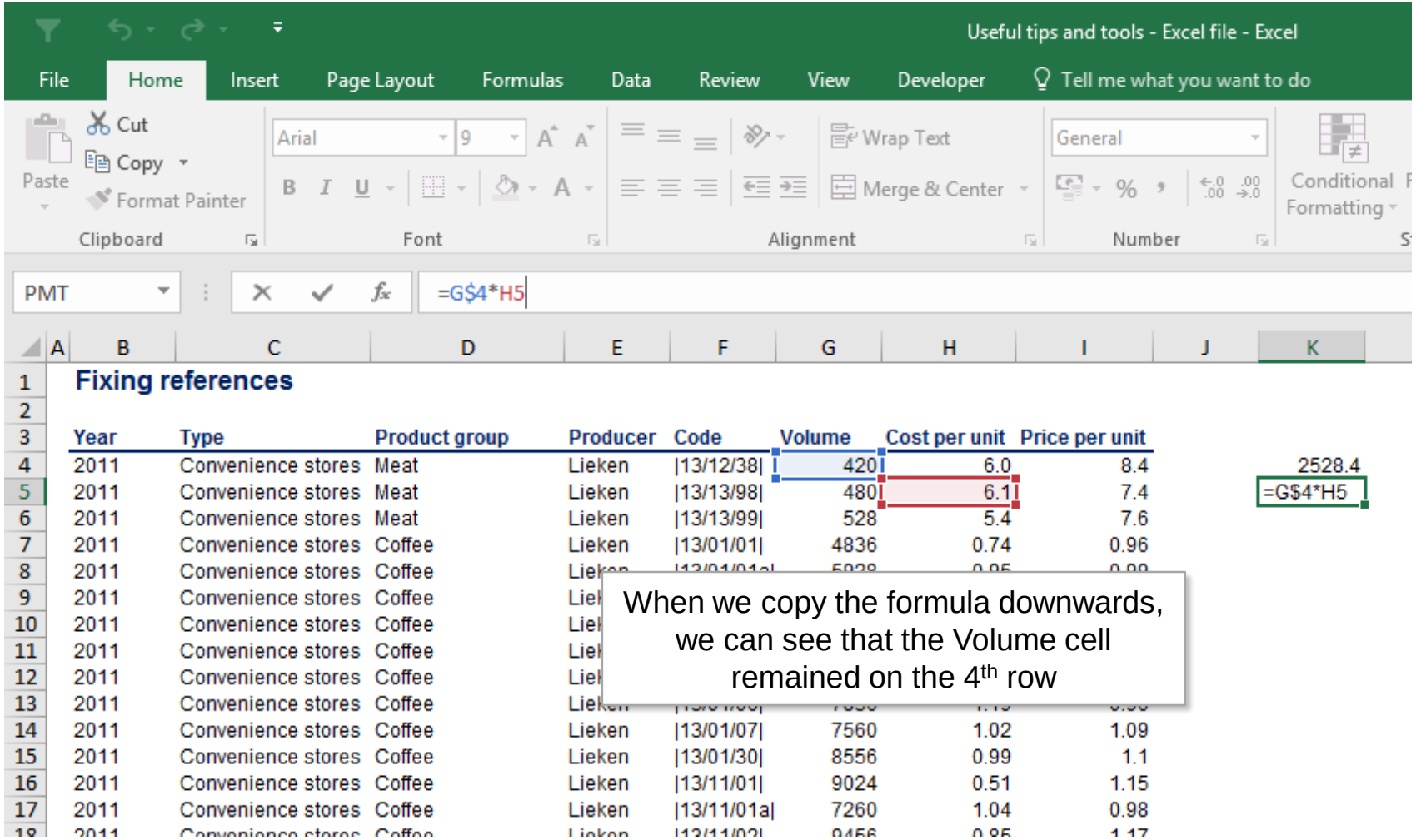
Fixing references

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coff					0.97
2011	Convenience stores	Coff					0.9
2011	Convenience stores	Coff					1.07
2011	Convenience stores	Coffe					1.01
2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15
2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98

=G$4*H4

We can also fix row references

Fixing references



Fixing references

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15
2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98

2528.4

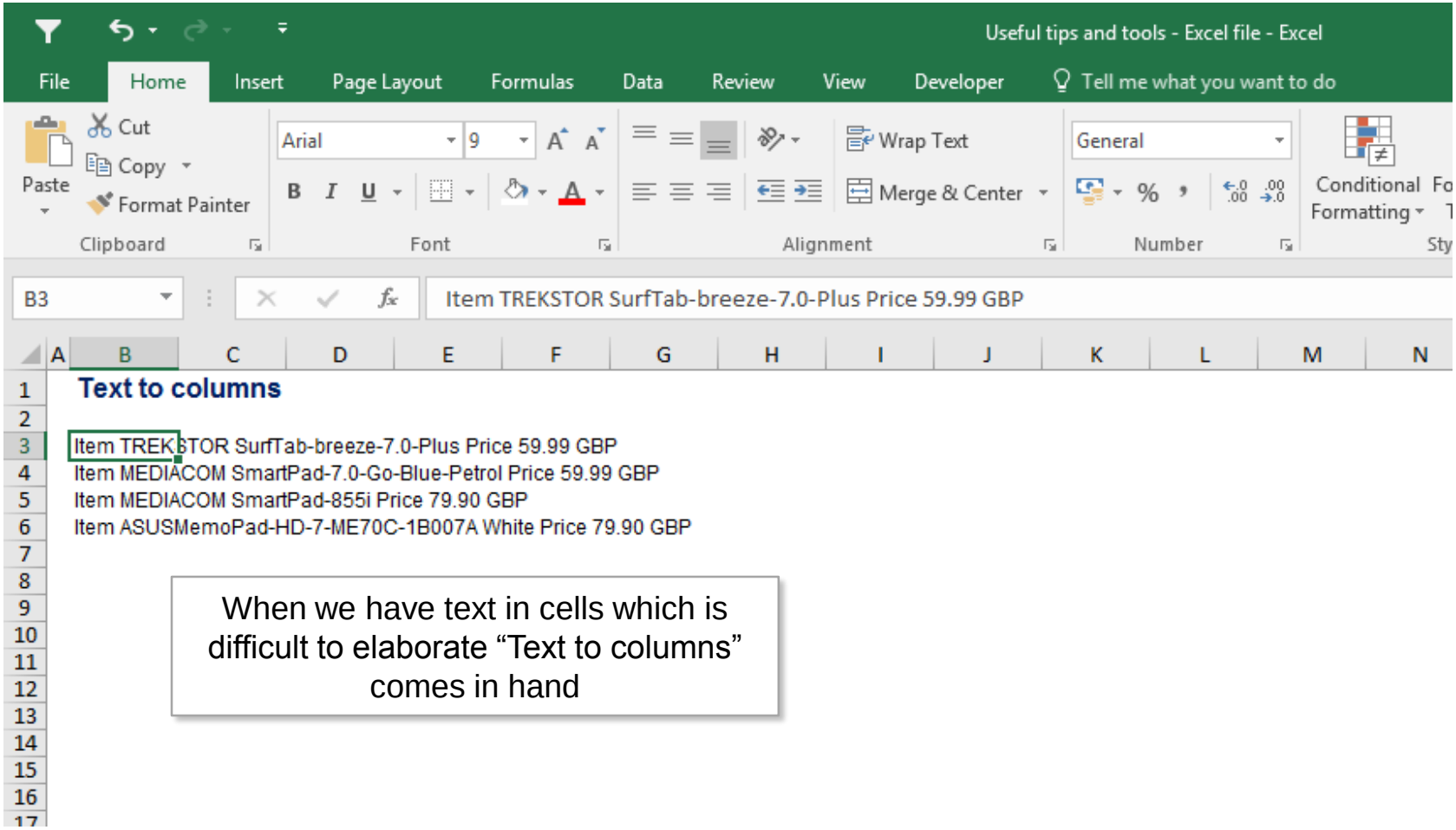
=G$4*H5

When we copy the formula downwards, we can see that the Volume cell remained on the 4th row

365 Careers

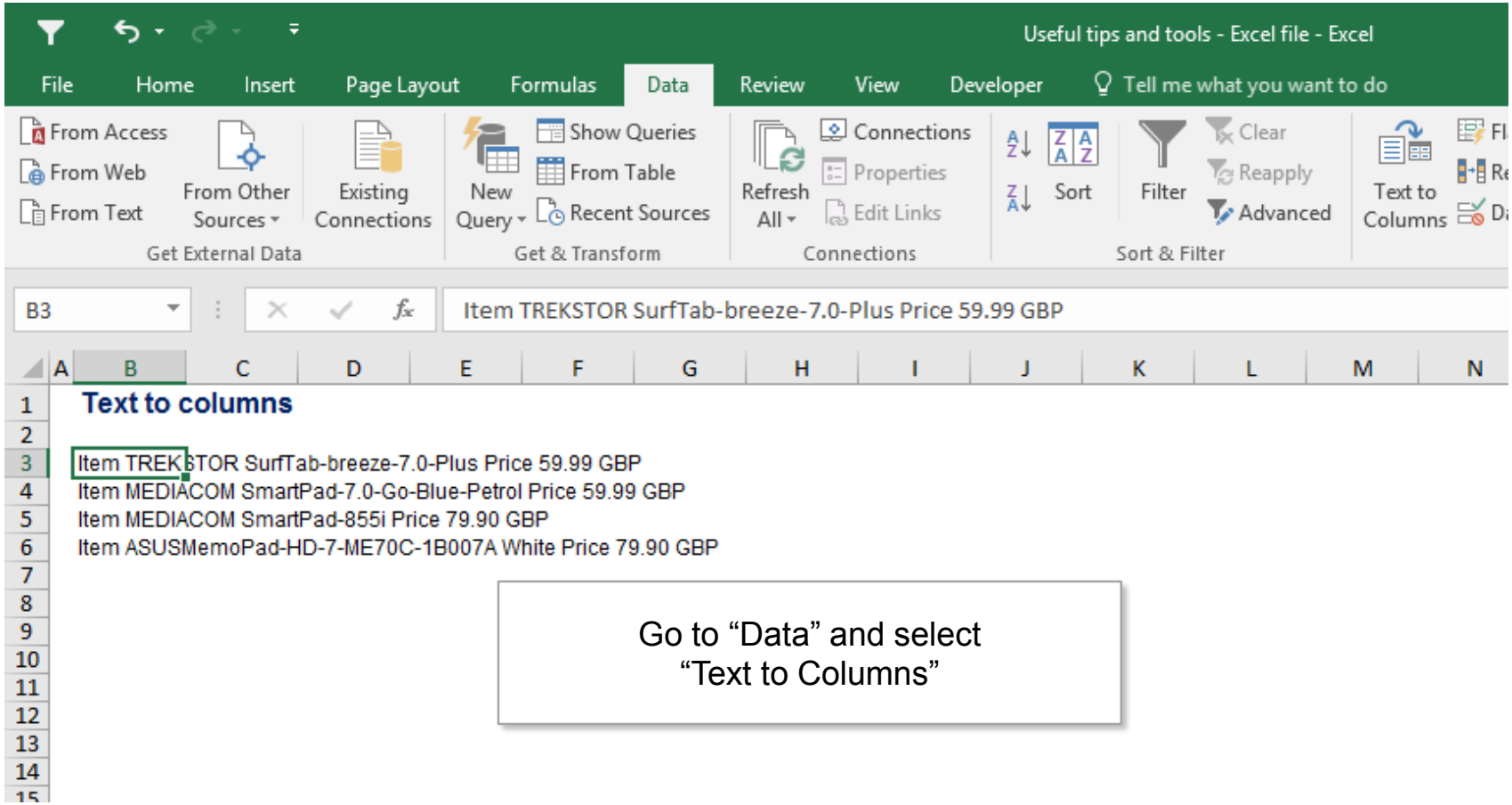
Text to columns

Text to columns

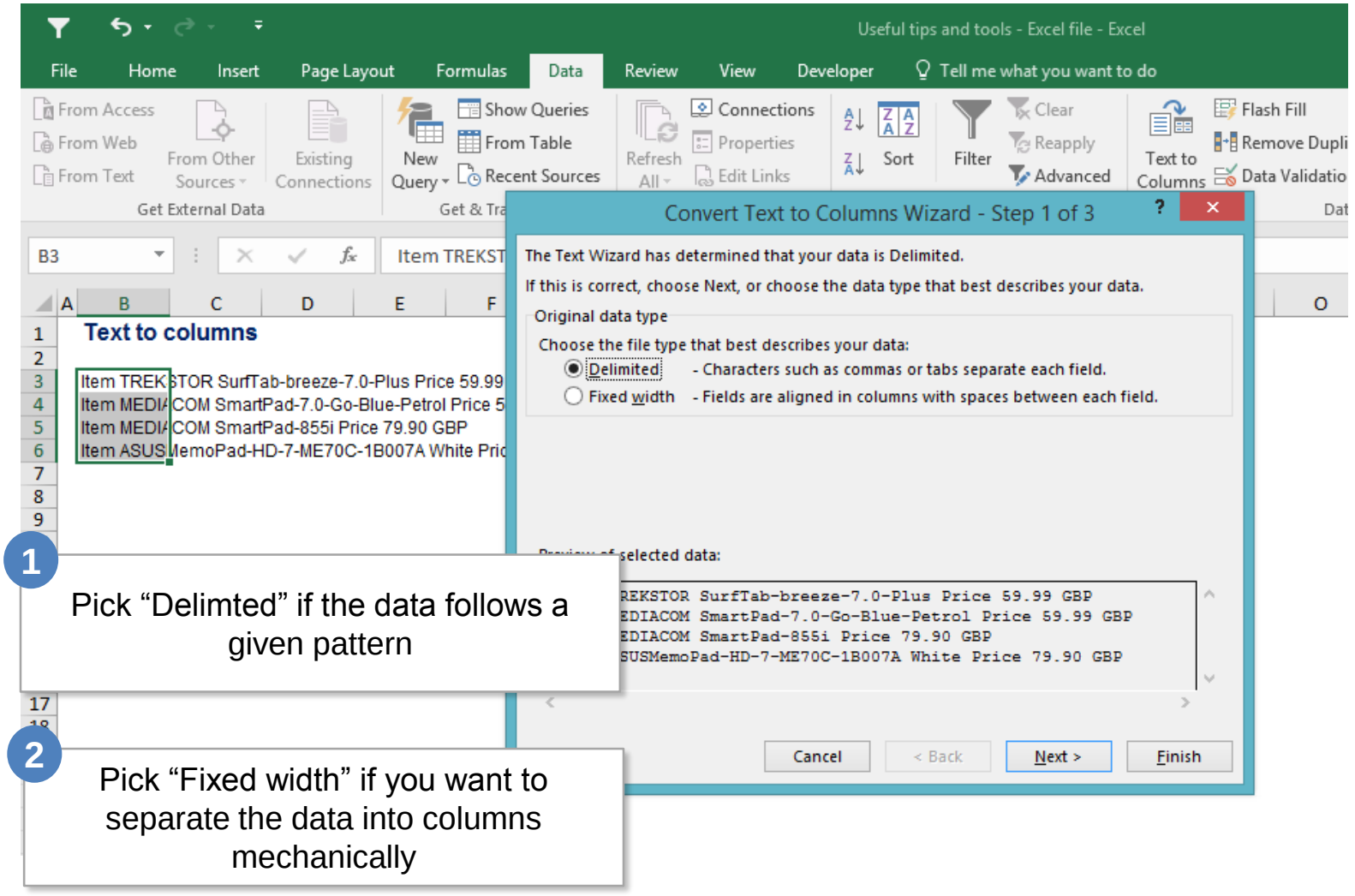


When we have text in cells which is difficult to elaborate “Text to columns” comes in hand

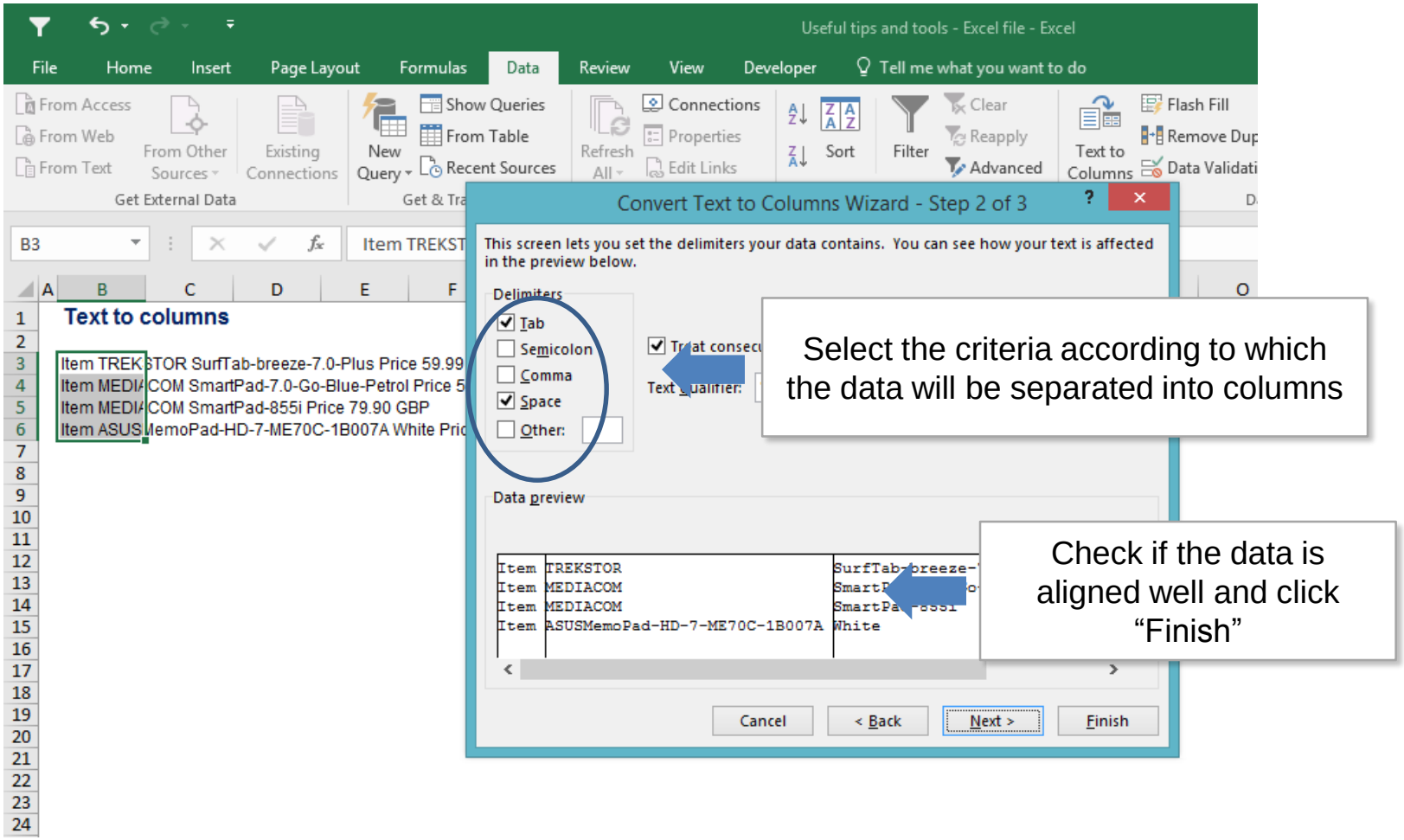
Text to columns



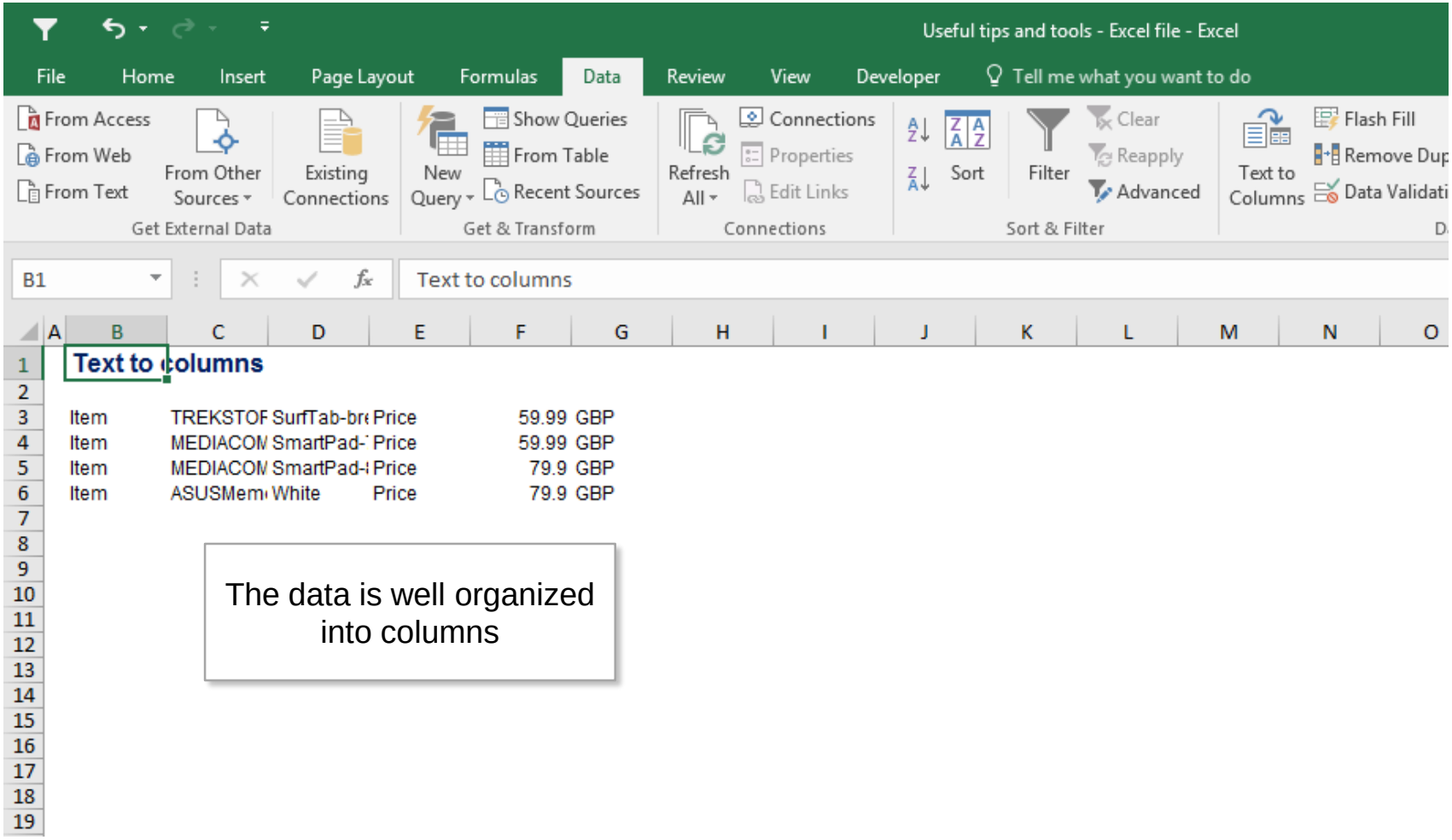
Text to columns



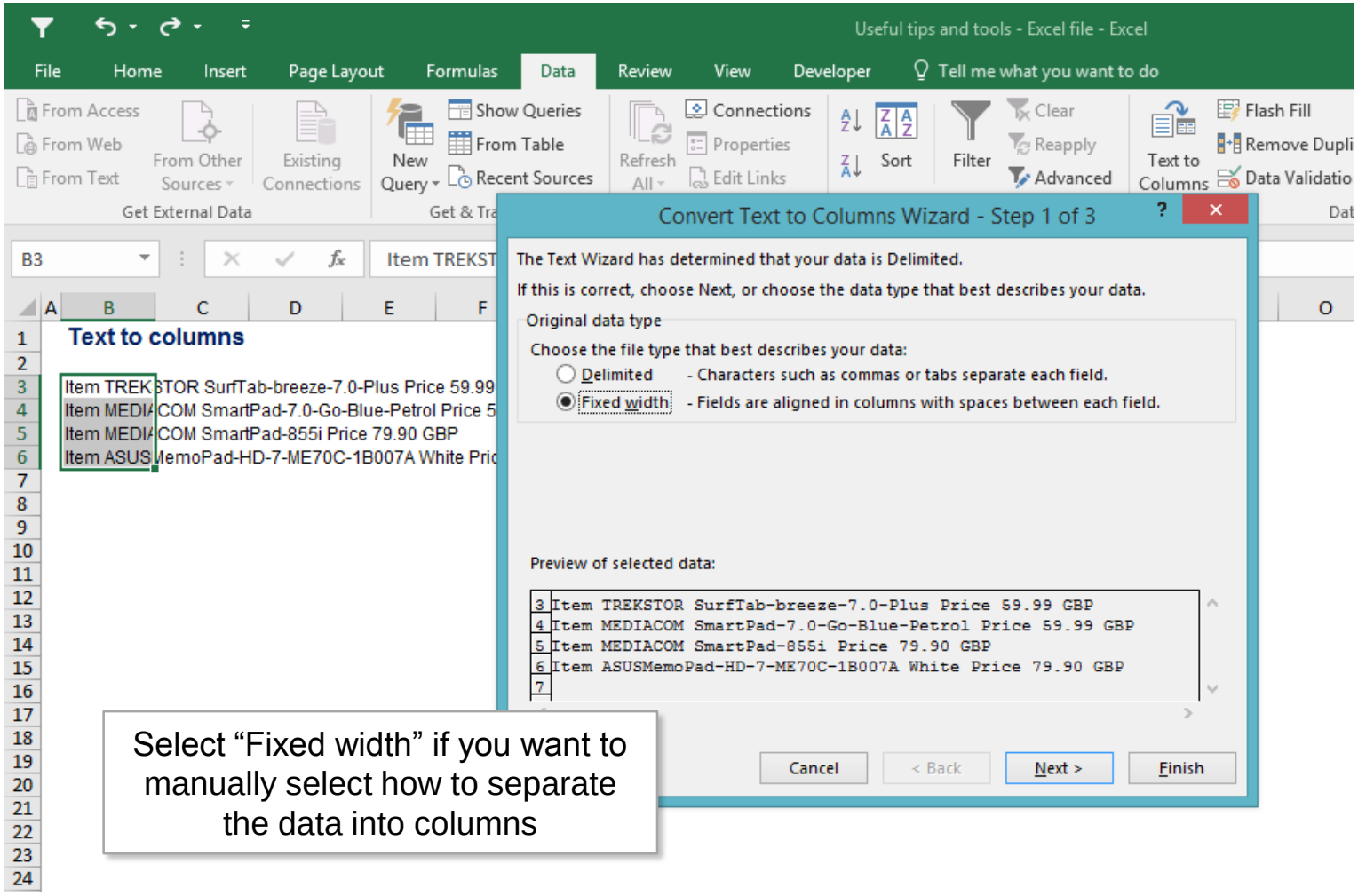
Text to columns



Text to columns

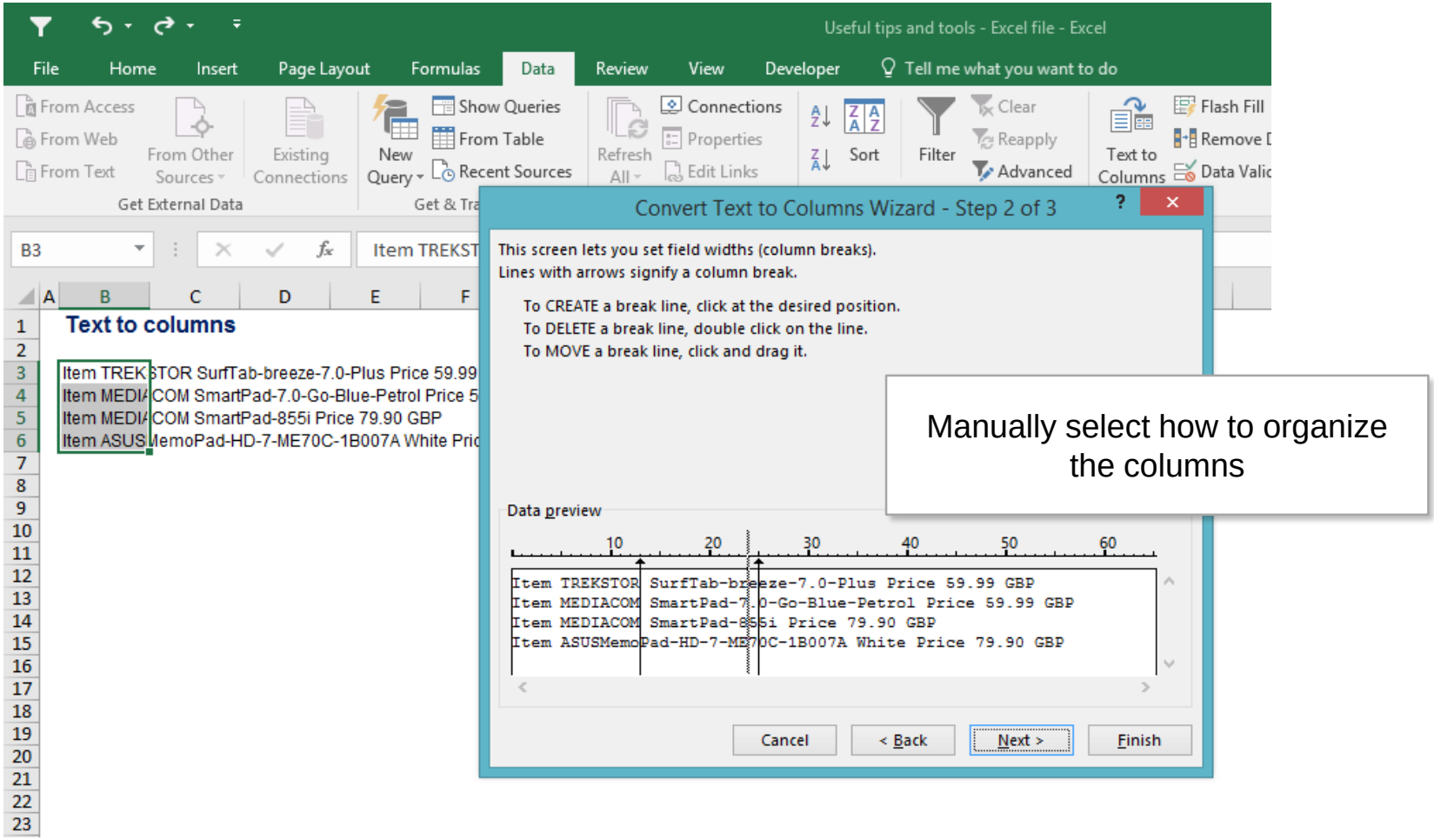


Text to columns



Select “Fixed width” if you want to manually select how to separate the data into columns

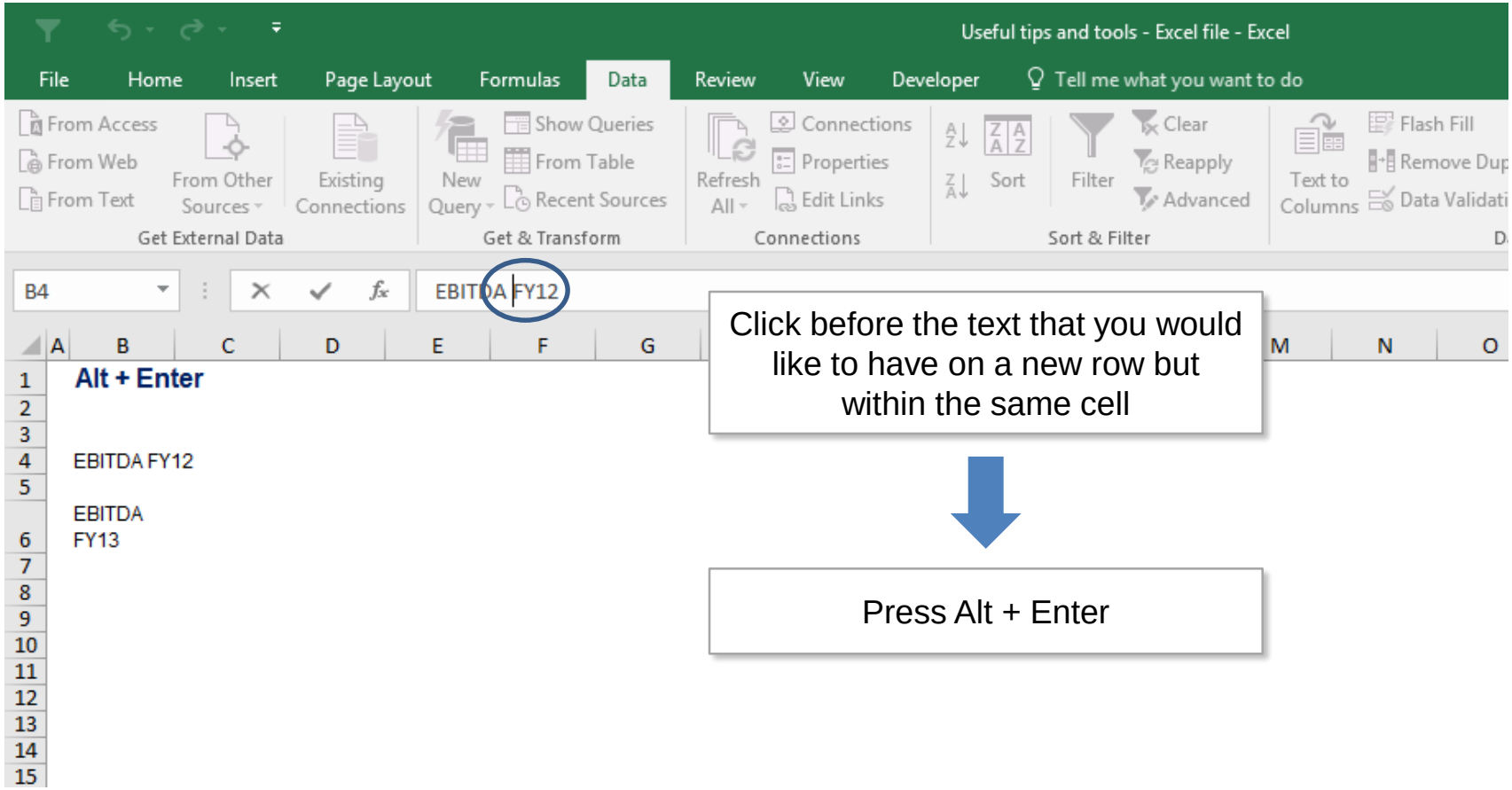
Text to columns



365 Careers

Alt + Enter

Alt + Enter


Useful tips and tools - Excel file - Excel
File
Home
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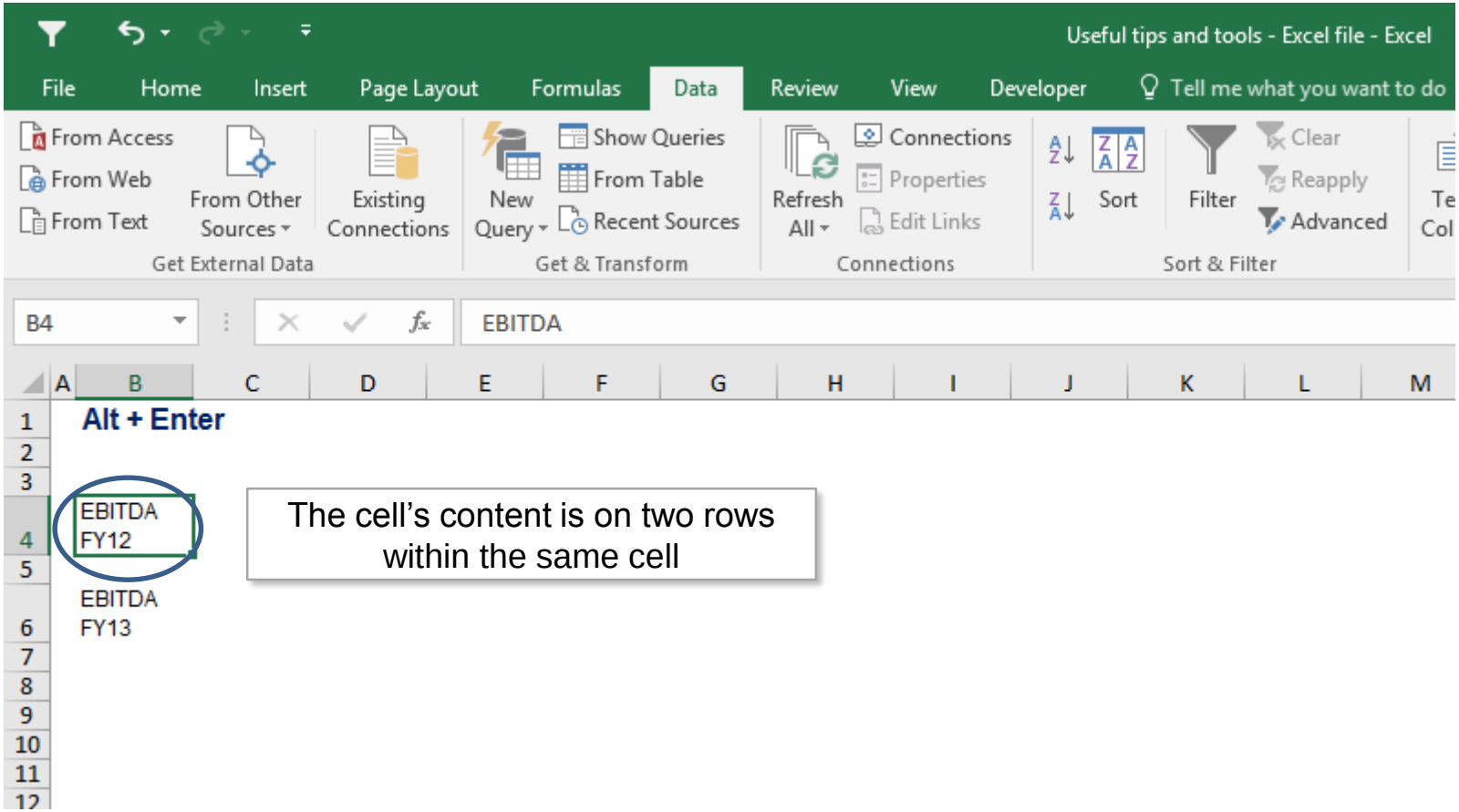
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Dup
Data Validati
B4
EBITDA FY12
Alt + Enter
EBITDA FY12
EBITDA
FY13
Click before the text that you would like to have on a new row but within the same cell
Press Alt + Enter

Alt + Enter


Useful tips and tools - Excel file - Excel
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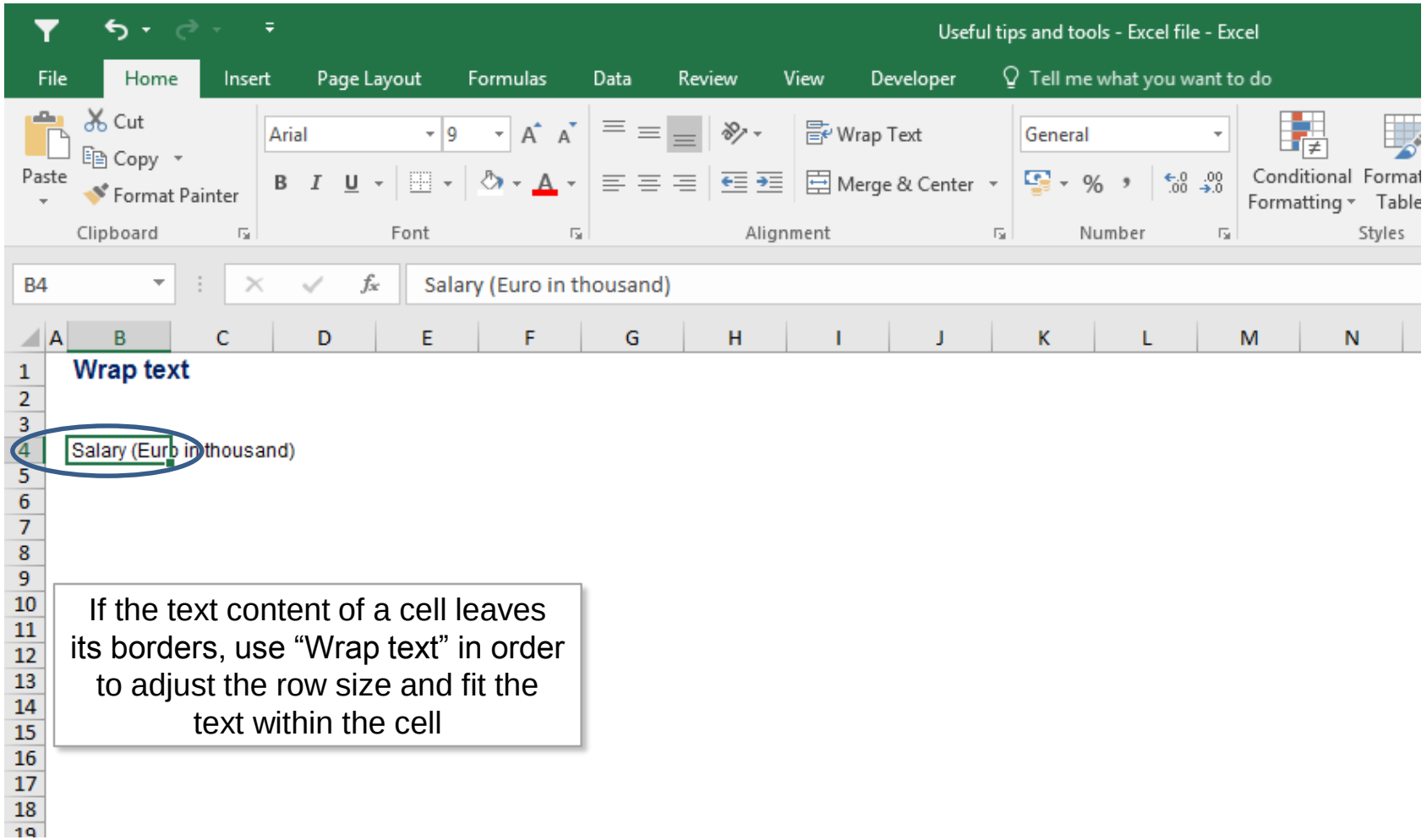
Review
View
Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
B4
EBITDA
Alt + Enter
EBITDA
FY12
EBITDA
FY13
The cell's content is on two rows within the same cell

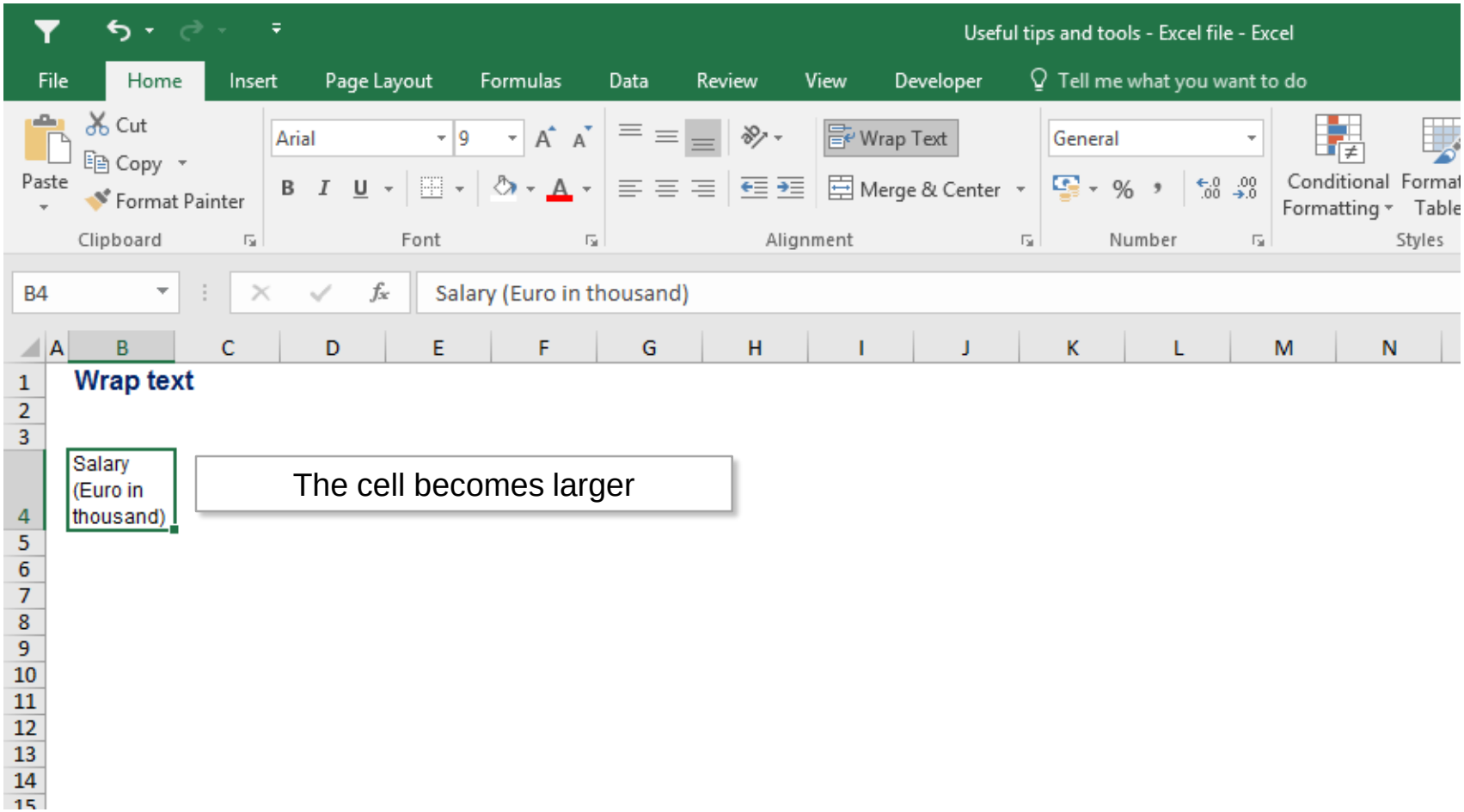
365 Careers

Wrap text

Wrap text


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Styles
B4
Salary (Euro in thousand)
Wrap text
Salary (Euro in thousand)
If the text content of a cell leaves its borders, use “Wrap text” in order to adjust the row size and fit the text within the cell

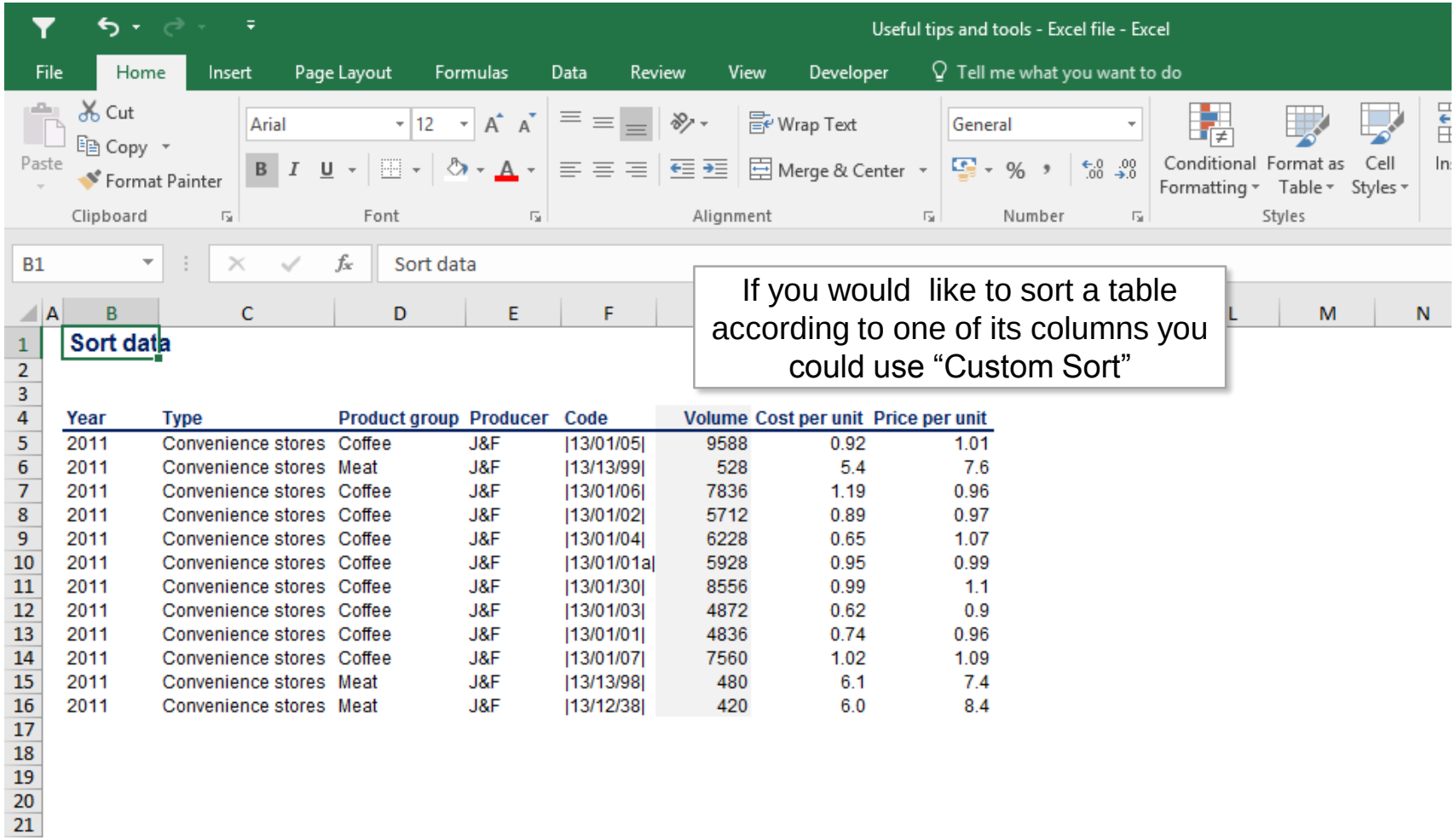
Wrap text


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Styles
B4
Salary (Euro in thousand)
Wrap text
Salary (Euro in thousand)
The cell becomes larger

365 Careers

Custom sort

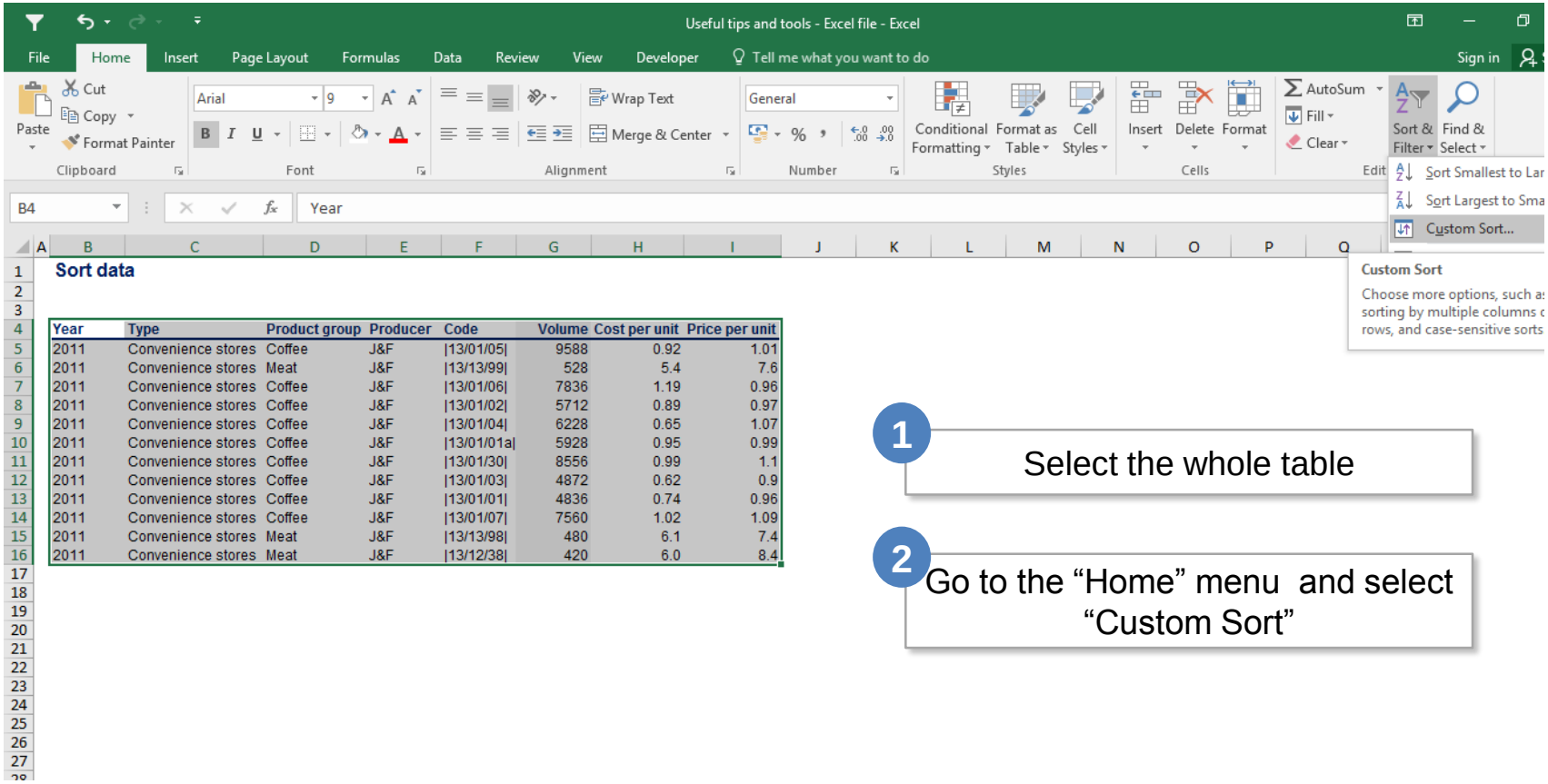
Custom sort



	A	B	C	D	E	F	L	M	N
1		Sort data							
2									
3									

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Coffee	J&F	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Meat	J&F	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	J&F	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee	J&F	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	J&F	|13/01/03|	4872	0.62	0.9
2011	Convenience stores	Coffee	J&F	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	J&F	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4

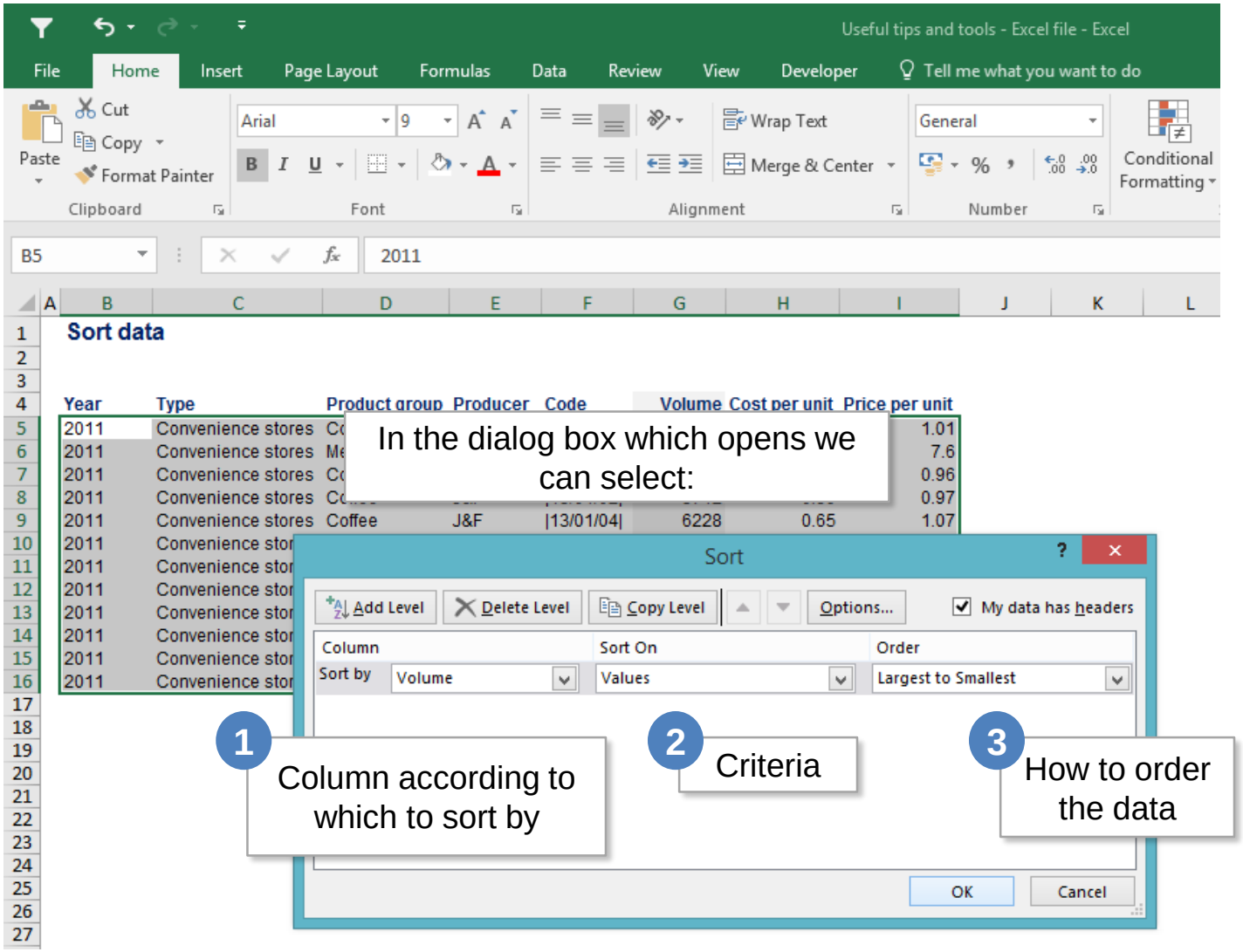
Custom sort



1. Select the whole table

2. Go to the “Home” menu and select “Custom Sort”

Custom sort


Useful tips and tools - Excel file - Excel
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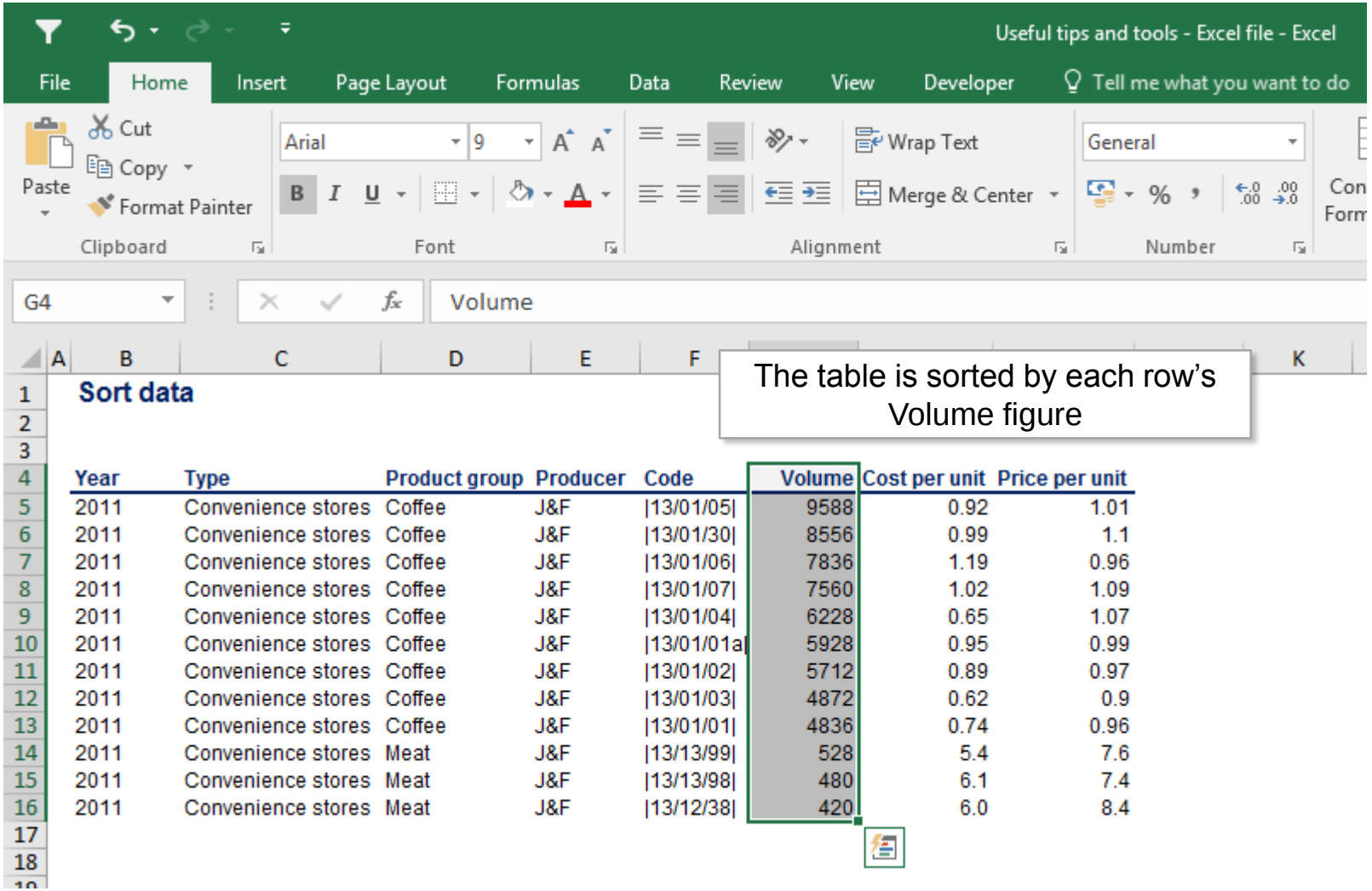
View
Developer
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
B5
2011
Sort data
Year
Type
Product group
Producer
Code
Volume
Cost per unit
Price per unit
2011 Convenience stores Coffee J&F |13/01/04| 6228 0.65 1.07
In the dialog box which opens we can select:
Sort
Add Level
Delete Level
Copy Level
Options...
My data has headers
Column
Sort On
Order
Sort by
Volume
Values
Largest to Smallest
OK
Cancel
1
Column according to which to sort by
2
Criteria
3
How to order the data

Custom sort

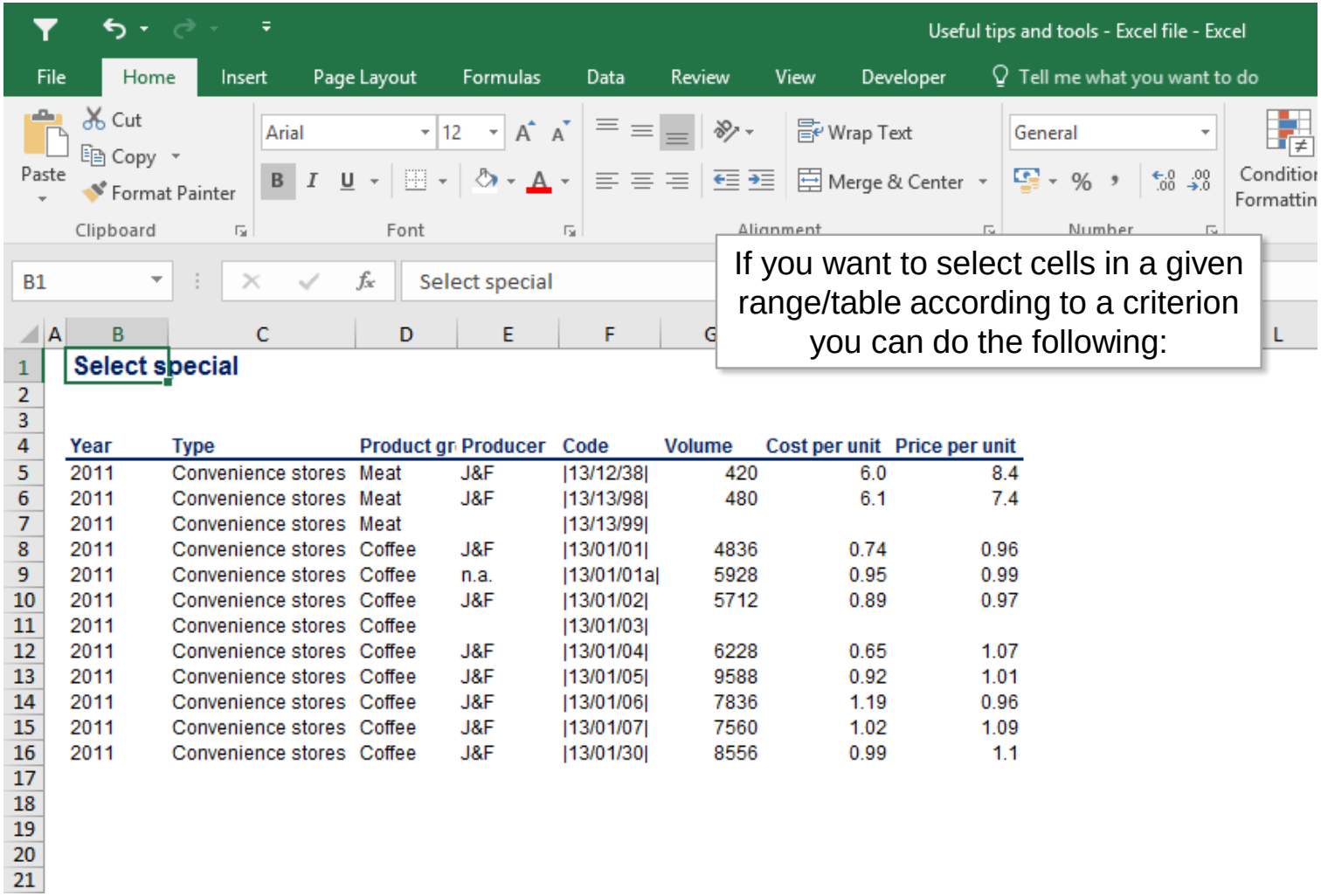


Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Coffee	J&F	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	J&F	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	J&F	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	J&F	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee	J&F	|13/01/03|	4872	0.62	0.9
2011	Convenience stores	Coffee	J&F	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Meat	J&F	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4

365 Careers

Select special

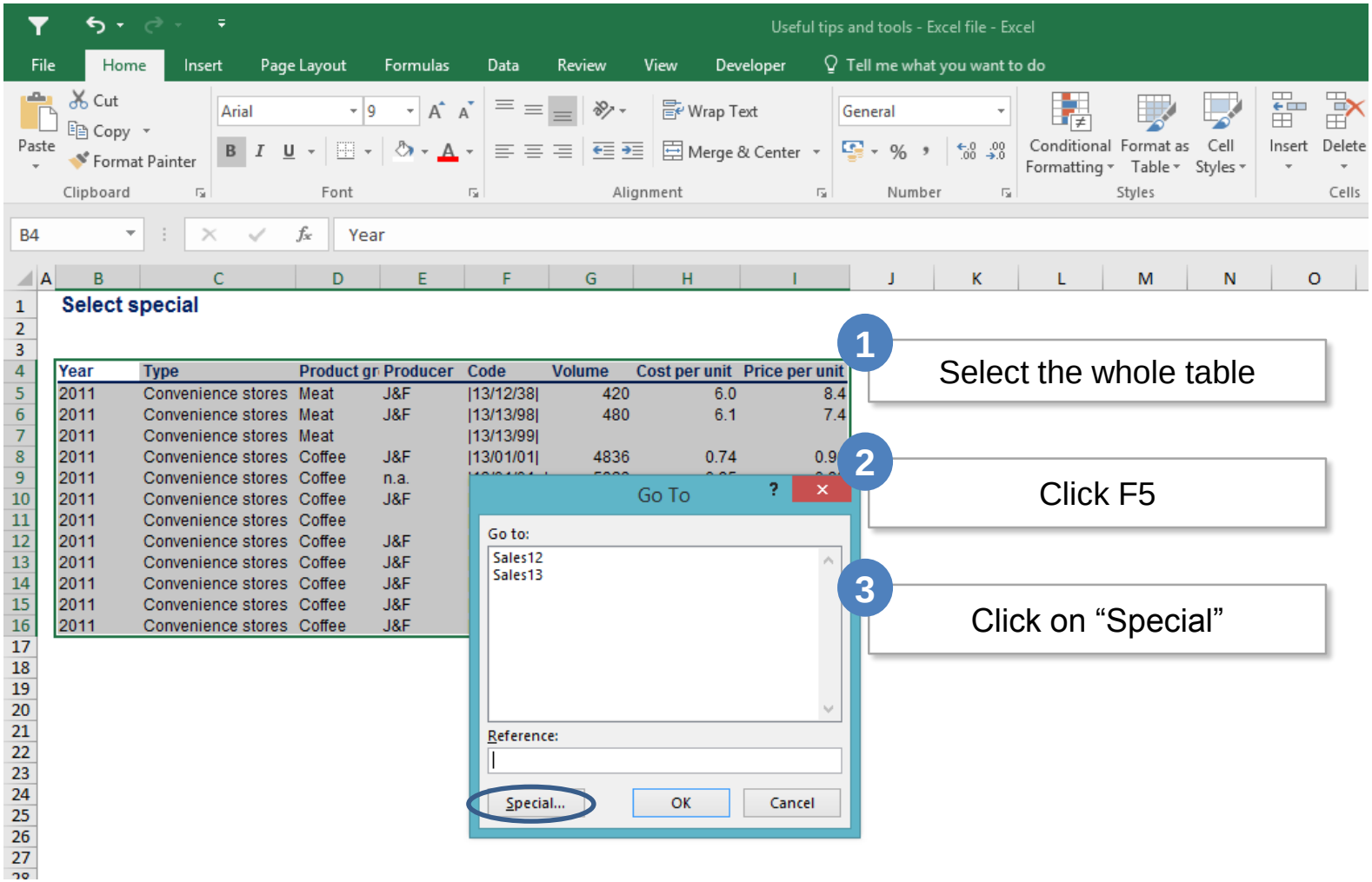
Select special



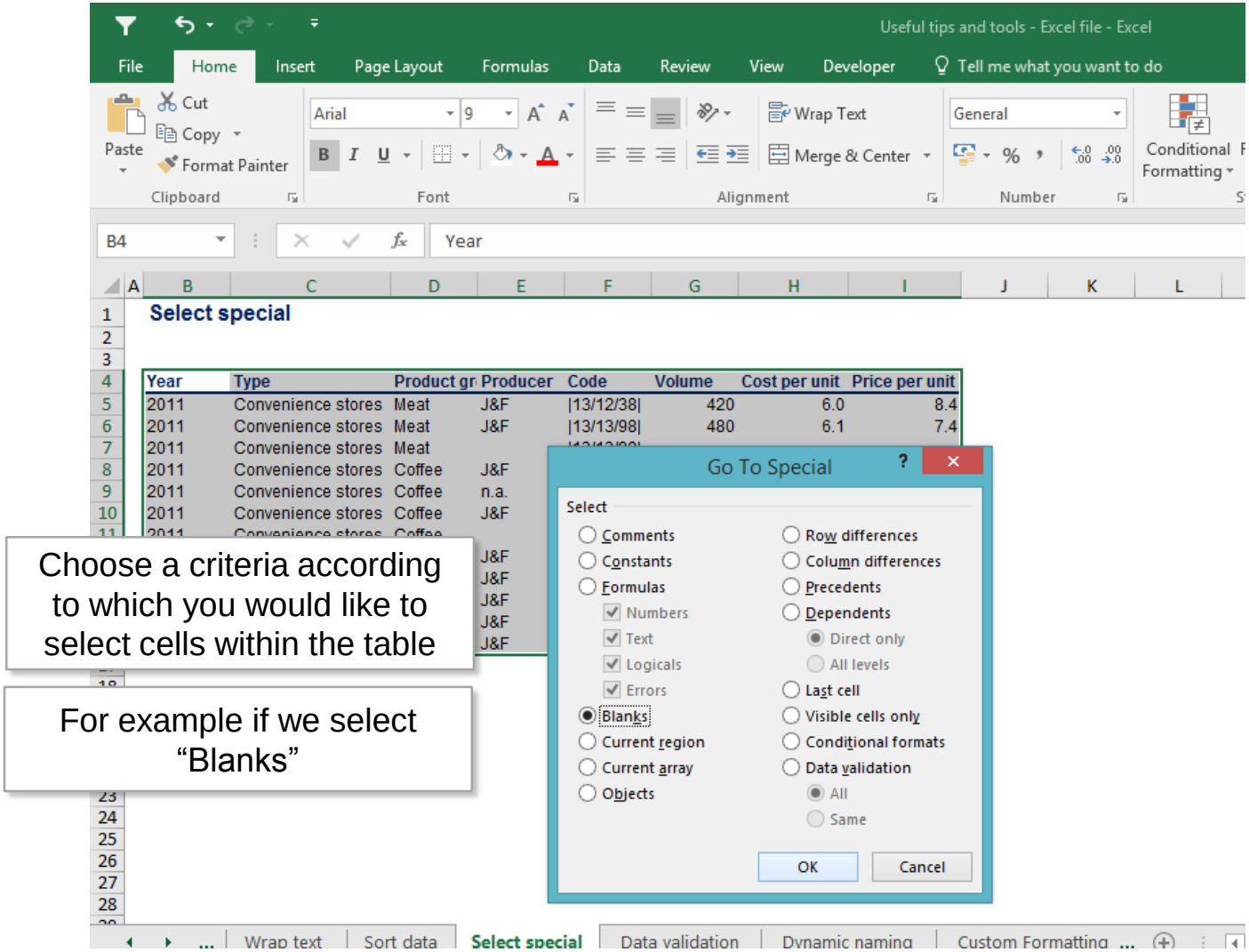
Select special

Year	Type	Product gr	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat		|13/13/99|			
2011	Convenience stores	Coffee	J&F	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	n.a.	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee		|13/01/03|			
2011	Convenience stores	Coffee	J&F	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	J&F	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	J&F	|13/01/30|	8556	0.99	1.1

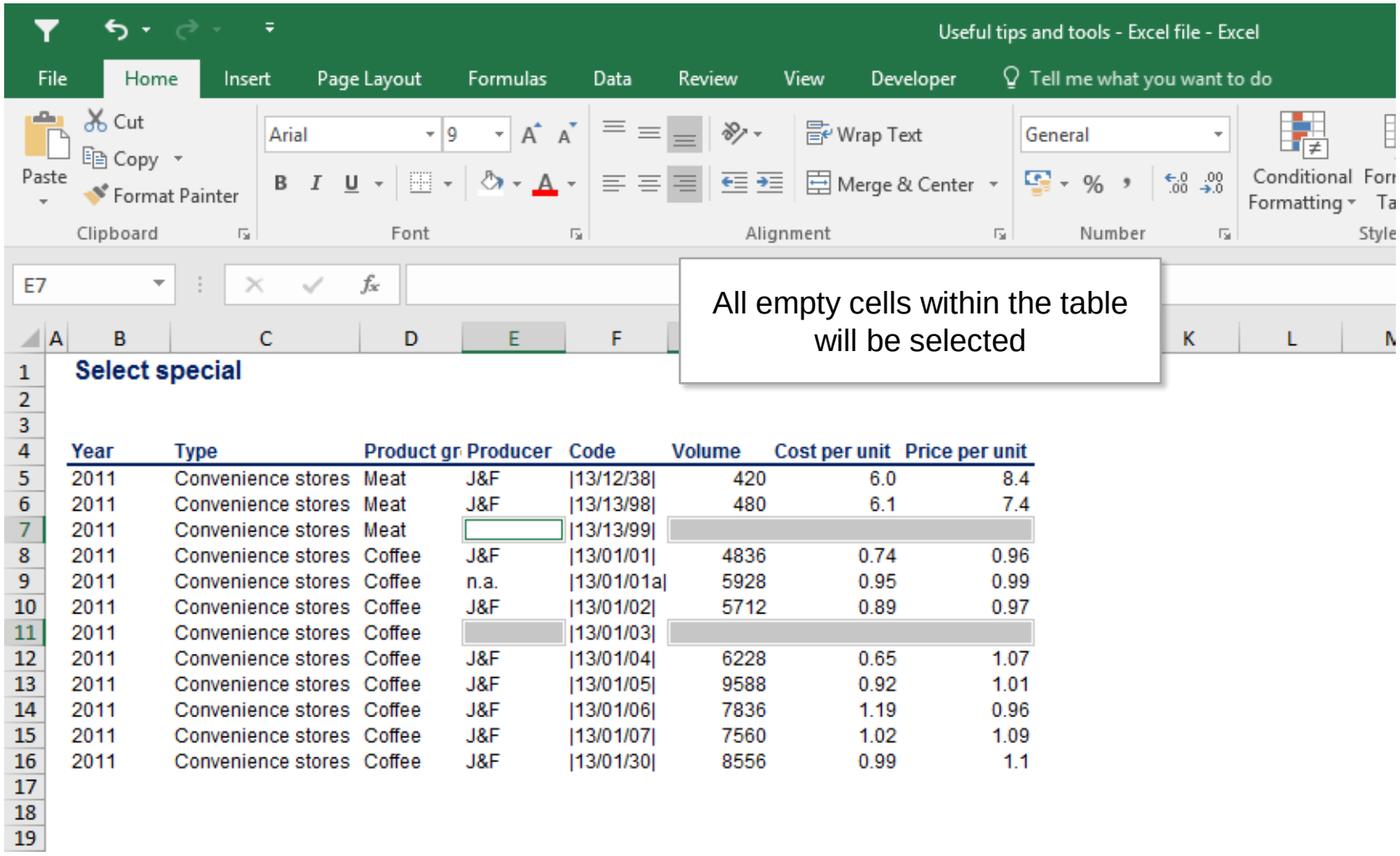
Select special



Select special



Select special



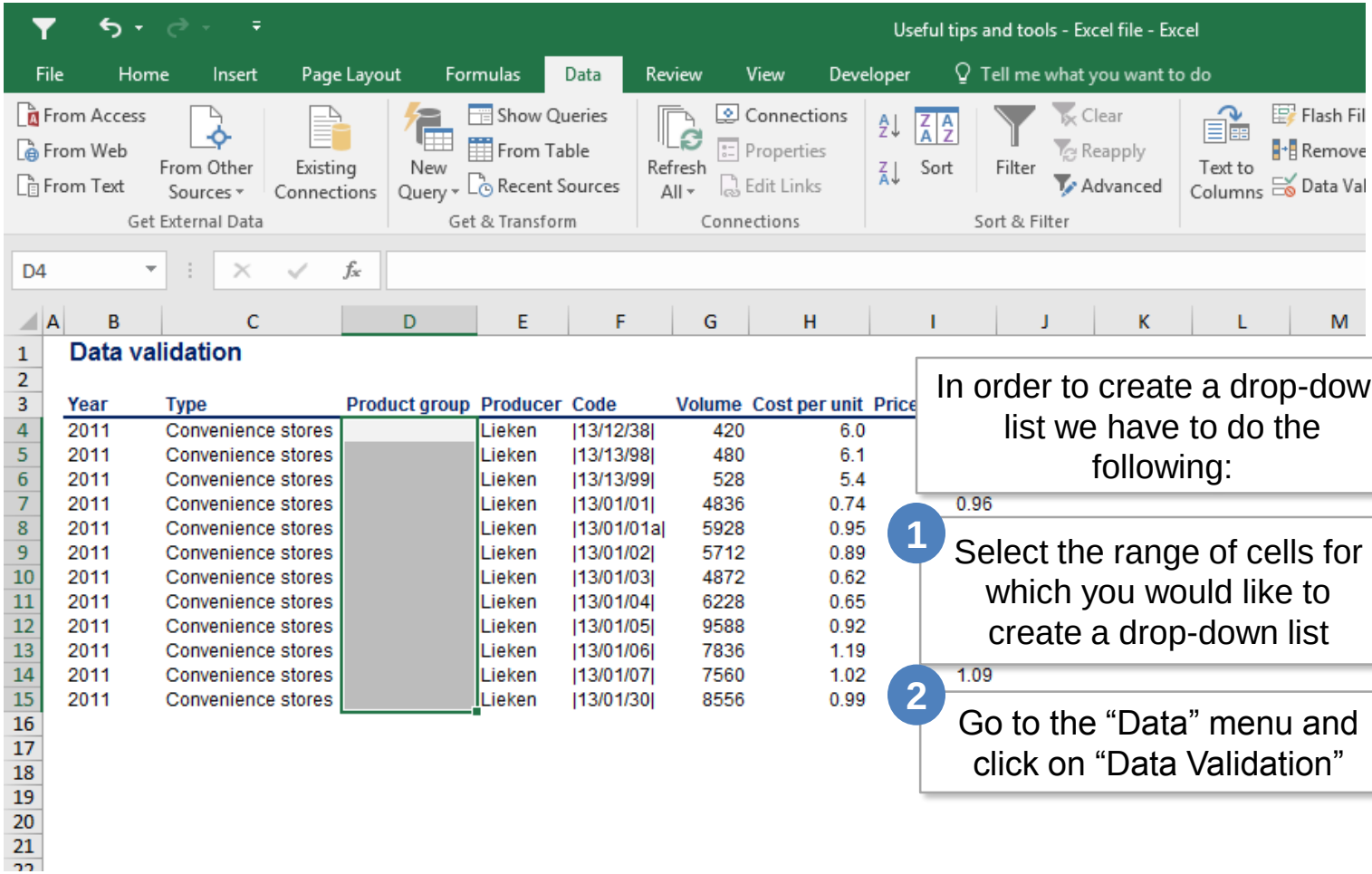
Select special

Year	Type	Product gr	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat		|13/13/99|			
2011	Convenience stores	Coffee	J&F	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	n.a.	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee		|13/01/03|			
2011	Convenience stores	Coffee	J&F	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	J&F	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	J&F	|13/01/30|	8556	0.99	1.1

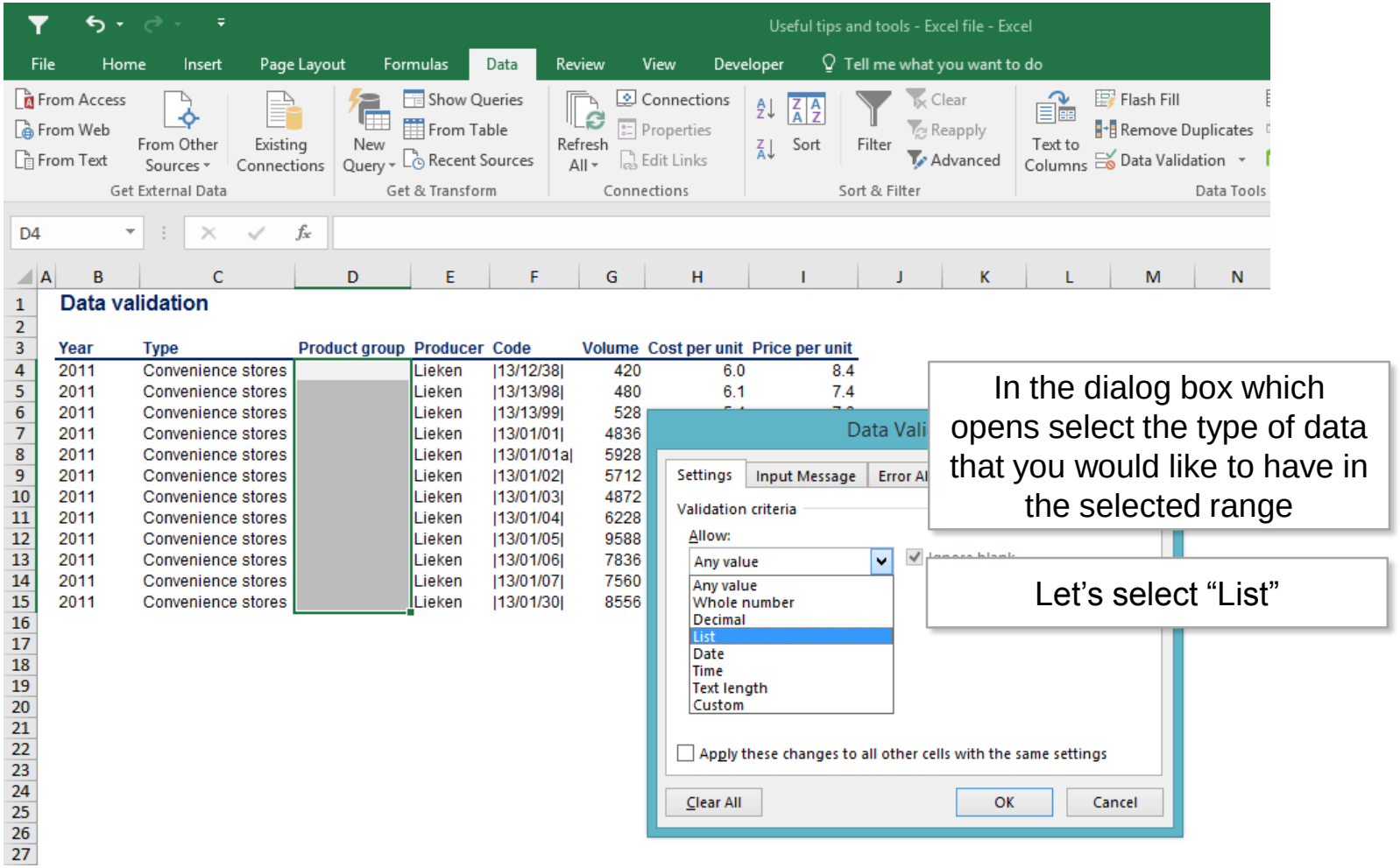
365 Careers

Data validation

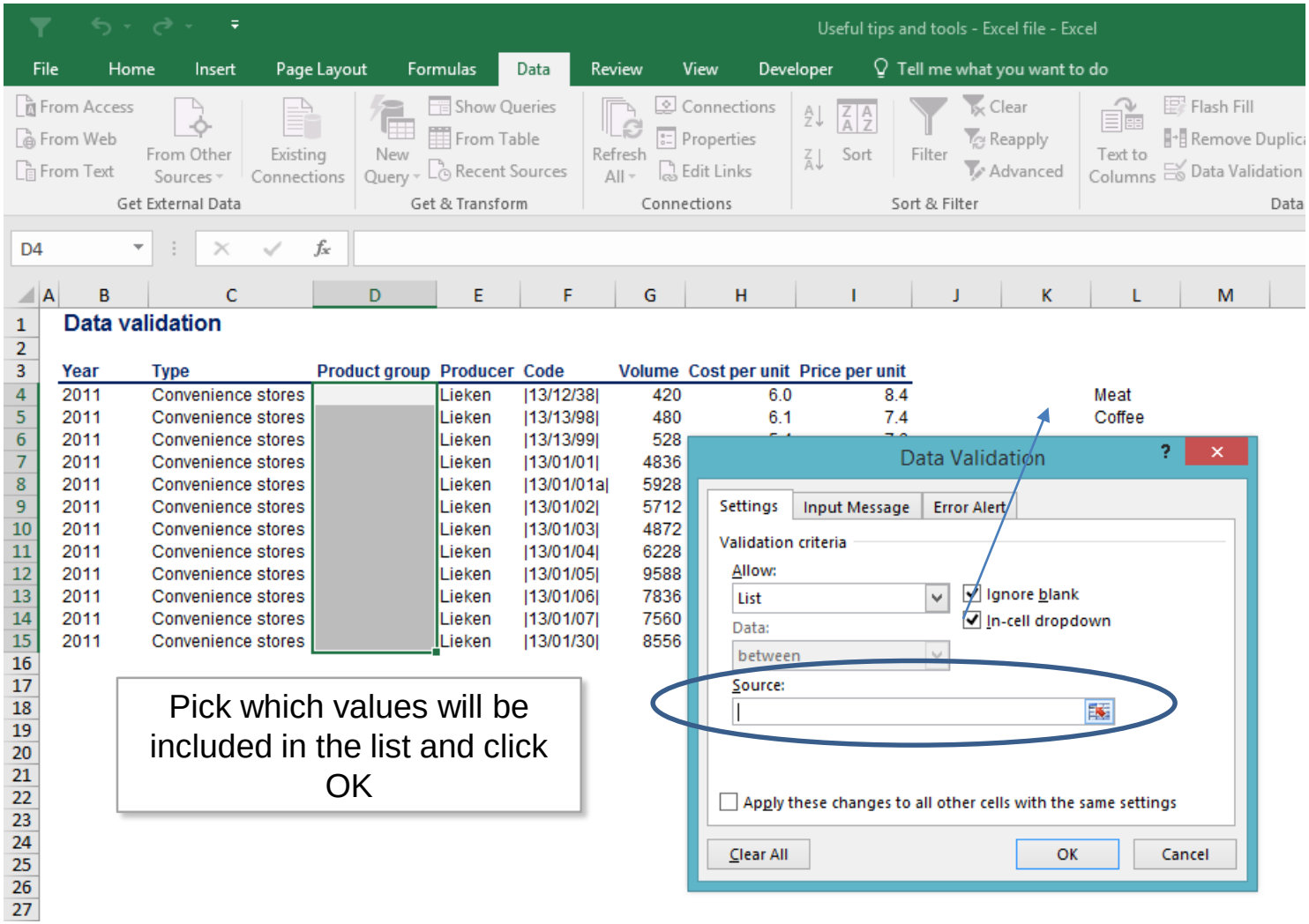
Data validation



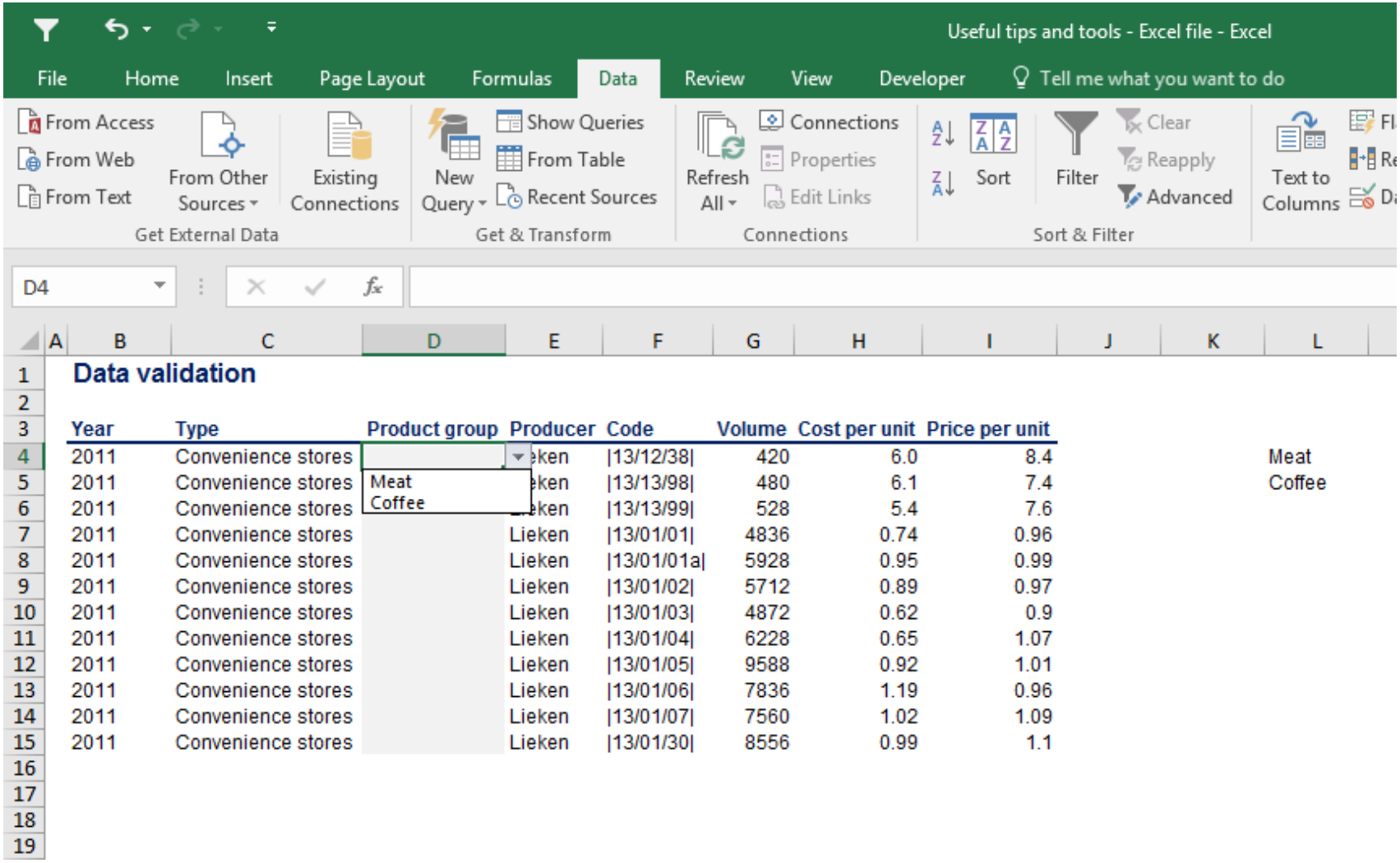
Data validation


Useful tips and tools - Excel file - Excel
File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do
From Access From Web From Text From Other Sources Existing Connections
Get External Data
New Query Show Queries From Table Recent Sources
Get & Transform
Refresh All Connections Properties Edit Links
Connections
Sort Filter Clear Reapply Advanced
Sort & Filter
Text to Columns Flash Fill Remove Duplicates Data Validation
Data Tools
D4
Data validation
Year Type Product group Producer Code Volume Cost per unit Price per unit
2011 Convenience stores Lieken |13/12/38| 420 6.0 8.4
2011 Convenience stores Lieken |13/13/98| 480 6.1 7.4
2011 Convenience stores Lieken |13/13/99| 528
2011 Convenience stores Lieken |13/01/01| 4836
2011 Convenience stores Lieken |13/01/01a| 5928
2011 Convenience stores Lieken |13/01/02| 5712
2011 Convenience stores Lieken |13/01/03| 4872
2011 Convenience stores Lieken |13/01/04| 6228
2011 Convenience stores Lieken |13/01/05| 9588
2011 Convenience stores Lieken |13/01/06| 7836
2011 Convenience stores Lieken |13/01/07| 7560
2011 Convenience stores Lieken |13/01/30| 8556
Data Vali
Settings Input Message Error Al
Validation criteria
Allow:
Any value
Any value
Whole number
Decimal
List
Date
Time
Text length
Custom
Apply these changes to all other cells with the same settings
Clear All OK Cancel
In the dialog box which opens select the type of data that you would like to have in the selected range
Let's select "List"

Data validation



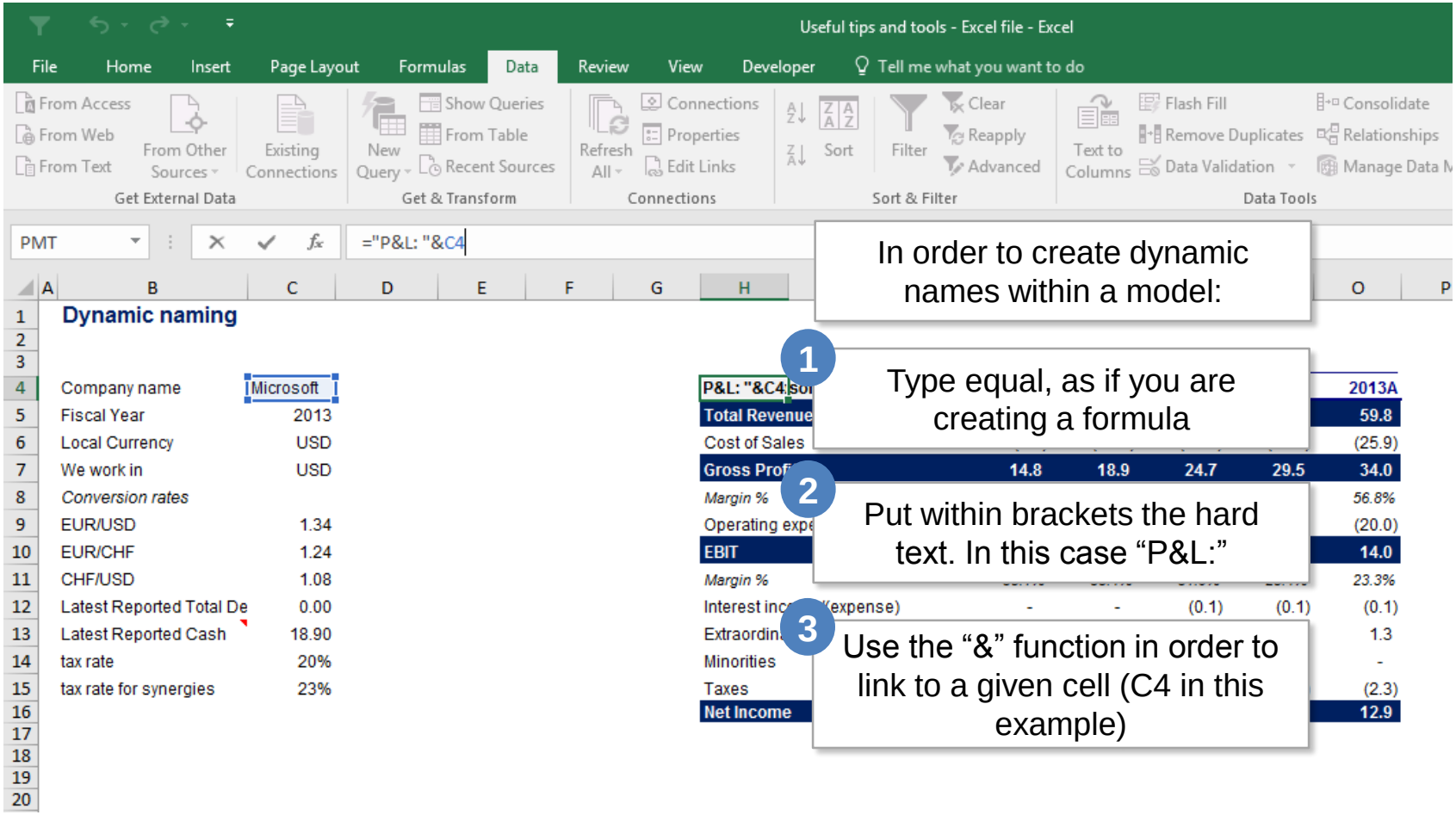
Data validation



365 Careers

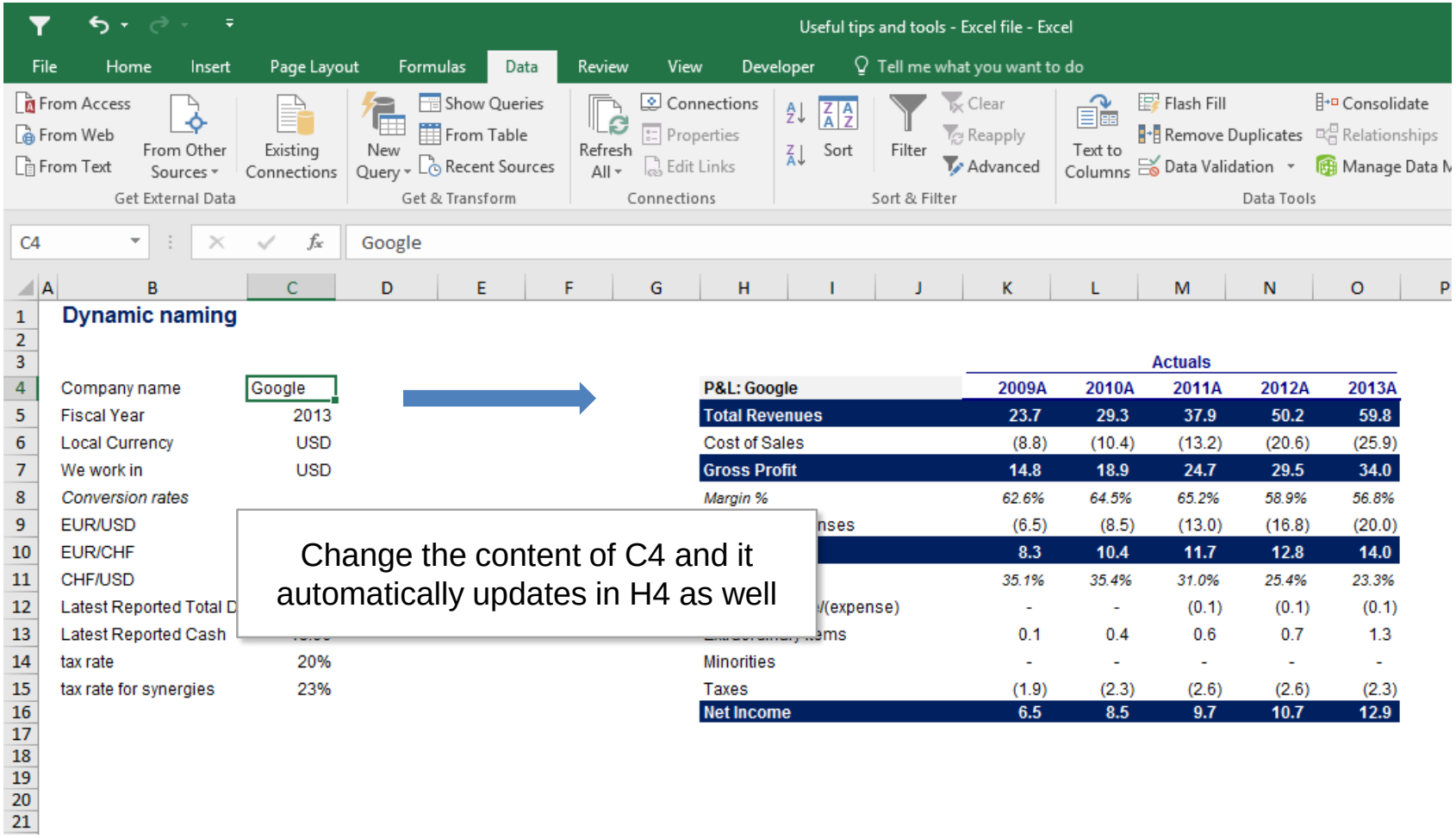
Dynamic naming

Dynamic naming



Dynamic naming

365 Careers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Refresh All Connections Properties Edit Links Connections
Sort Filter Clear Reapply Advanced Sort & Filter
Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate Relationships Manage Data Data Tools
C4
Google

Dynamic naming

Company name	Google
Fiscal Year	2013
Local Currency	USD
We work in	USD
Conversion rates	
EUR/USD	
EUR/CHF	
CHF/USD	
Latest Reported Total D	
Latest Reported Cash	
tax rate	20%
tax rate for synergies	23%

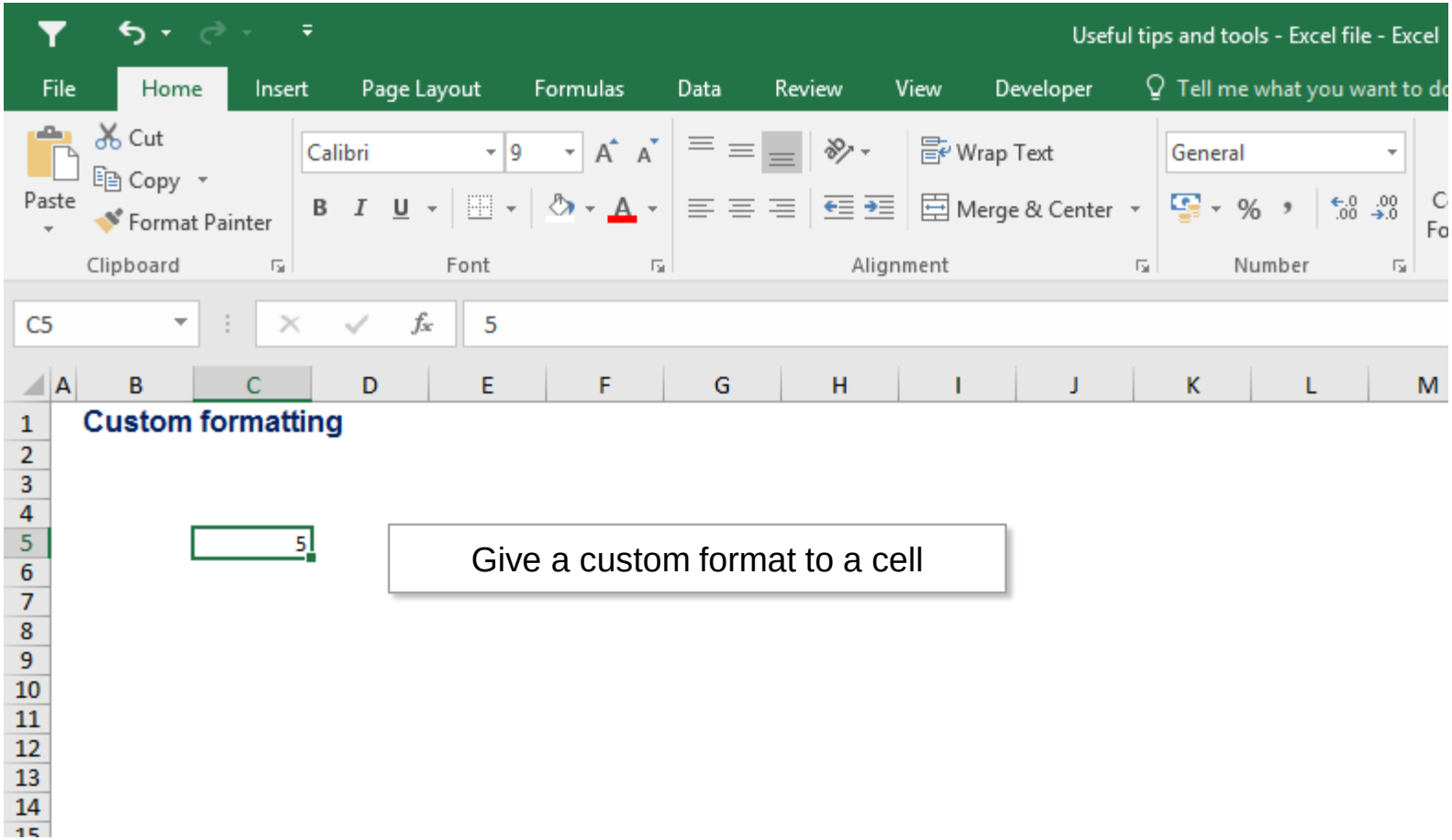
Change the content of C4 and it automatically updates in H4 as well

	Actuals				
P&L: Google	**2009A**	**2010A**	**2011A**	**2012A**	**2013A**
Total Revenues	**23.7**	**29.3**	**37.9**	**50.2**	**59.8**
Cost of Sales	(8.8)	(10.4)	(13.2)	(20.6)	(25.9)
Gross Profit	**14.8**	**18.9**	**24.7**	**29.5**	**34.0**
Margin %	*62.6%*	*64.5%*	*65.2%*	*58.9%*	*56.8%*
nses	(6.5)	(8.5)	(13.0)	(16.8)	(20.0)
	8.3	**10.4**	**11.7**	**12.8**	**14.0**
	35.1%	*35.4%*	*31.0%*	*25.4%*	*23.3%*
/(expense)	-	-	(0.1)	(0.1)	(0.1)
ems	0.1	0.4	0.6	0.7	1.3
Minorities	-	-	-	-	-
Taxes	(1.9)	(2.3)	(2.6)	(2.6)	(2.3)
Net Income	**6.5**	**8.5**	**9.7**	**10.7**	**12.9**

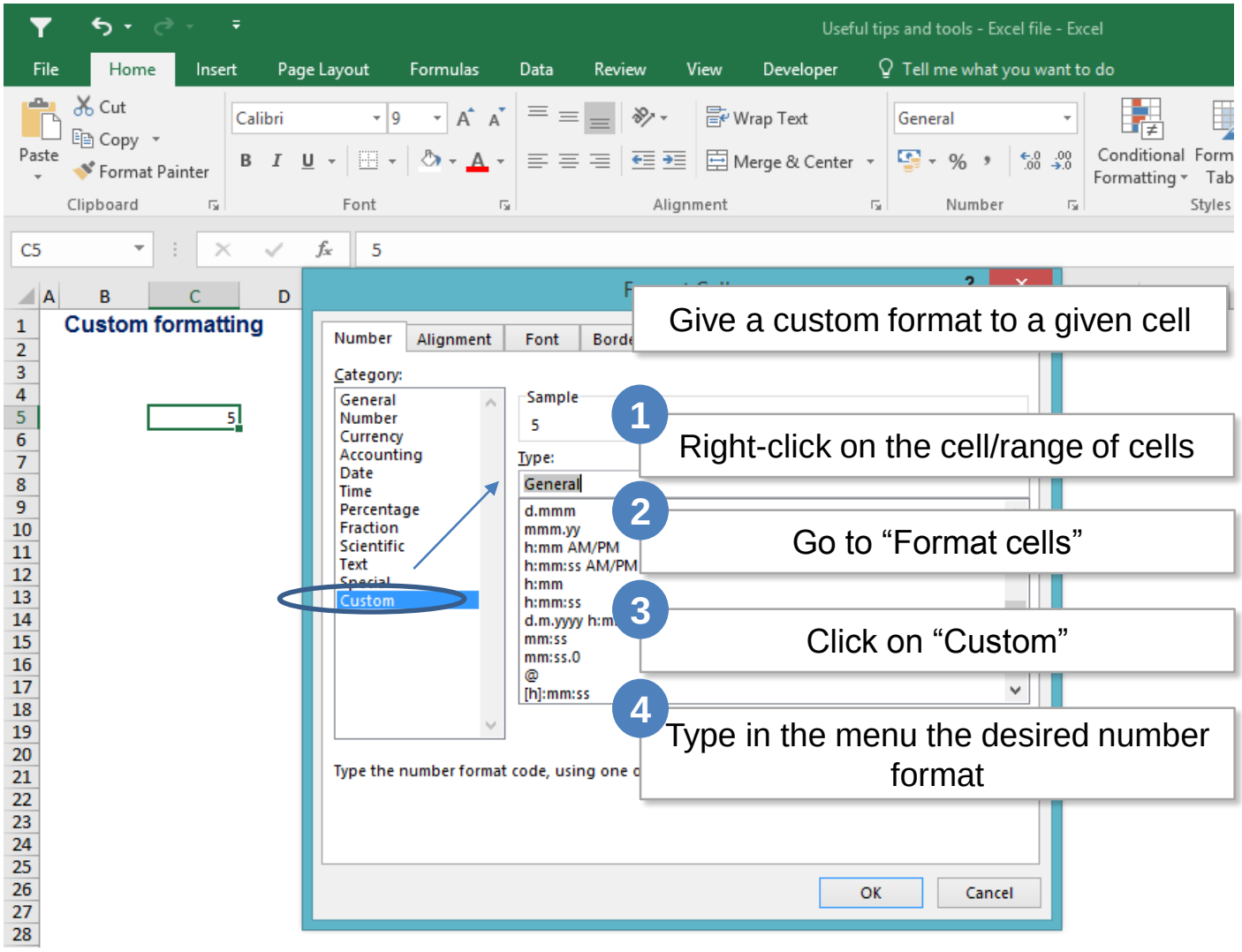
365 Careers

Custom formatting of cells

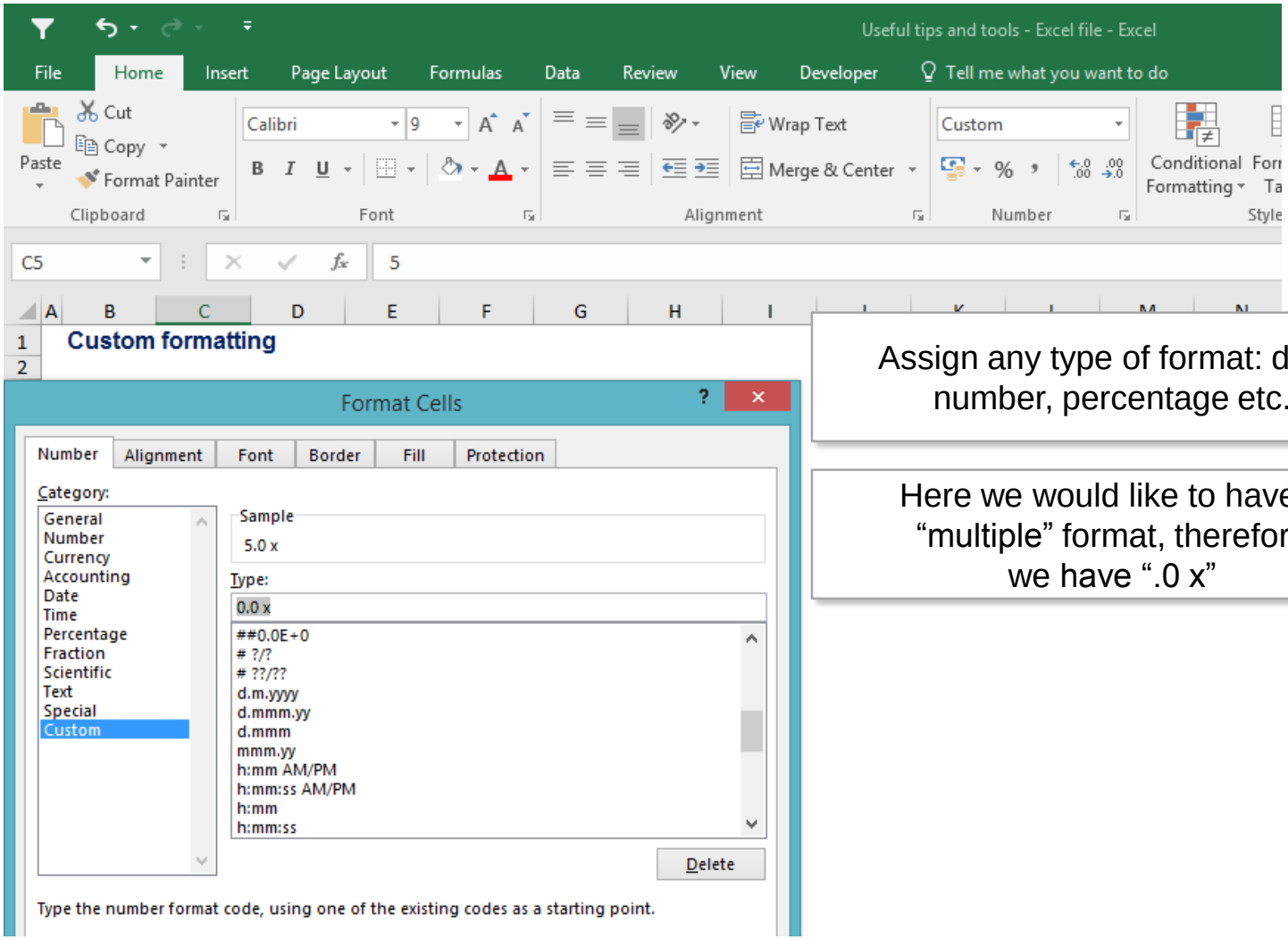
Custom formatting of cells



Custom formatting of cells



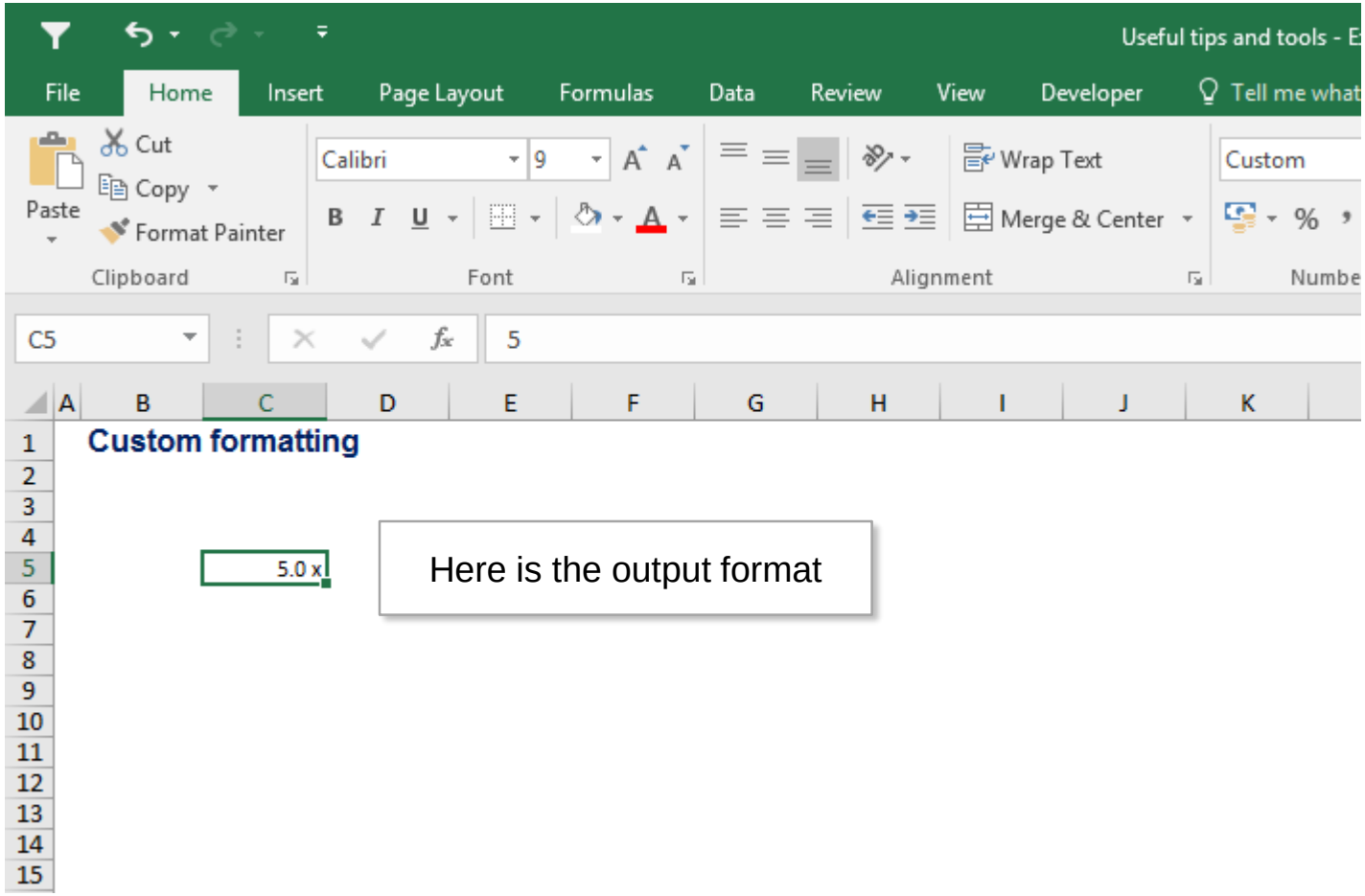
Custom formatting of cells



Assign any type of format: date, number, percentage etc.

Here we would like to have a "multiple" format, therefore we have ".0 x"

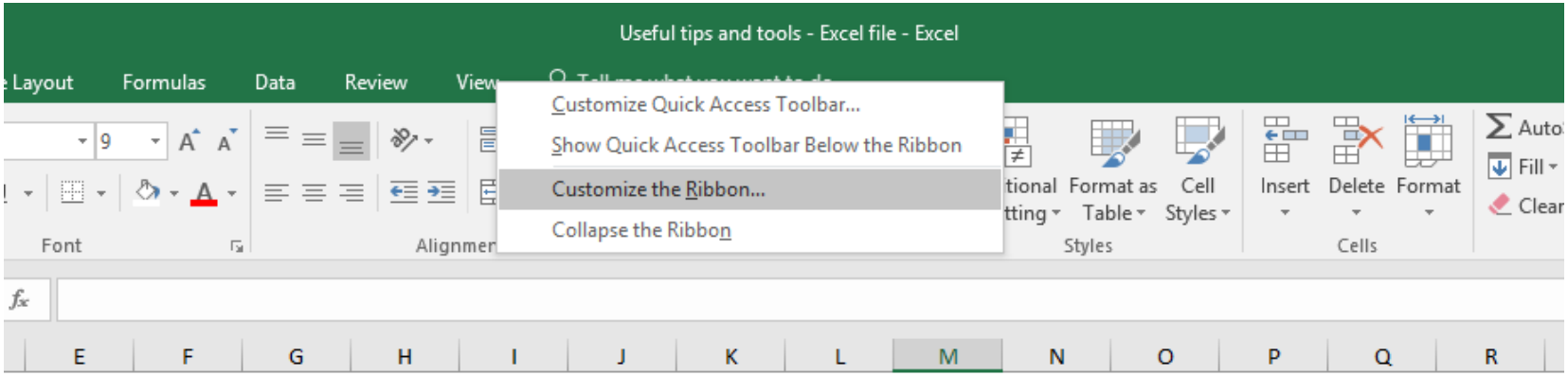
Custom formatting of cells



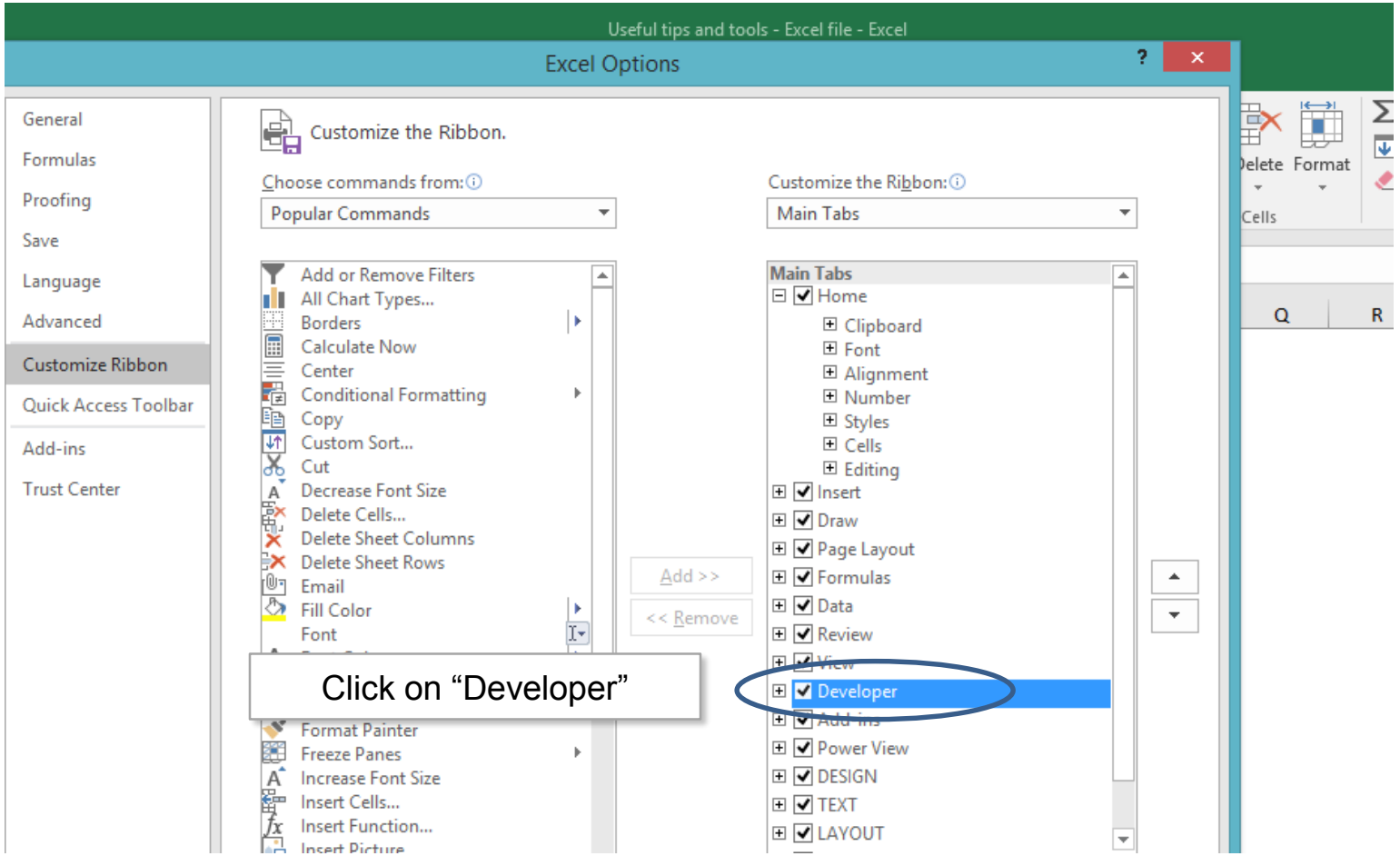
365 Careers

Recording Macros

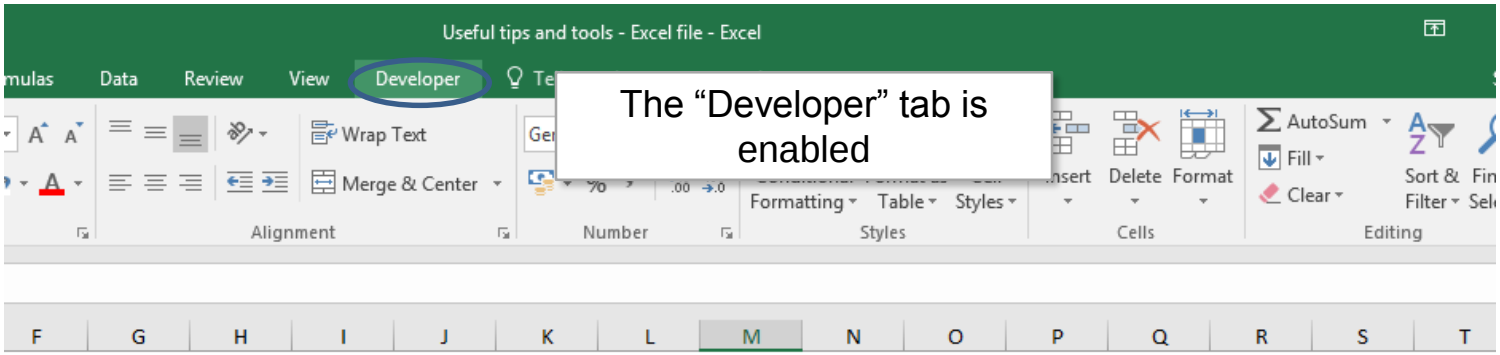
Recording Macros



Recording Macros

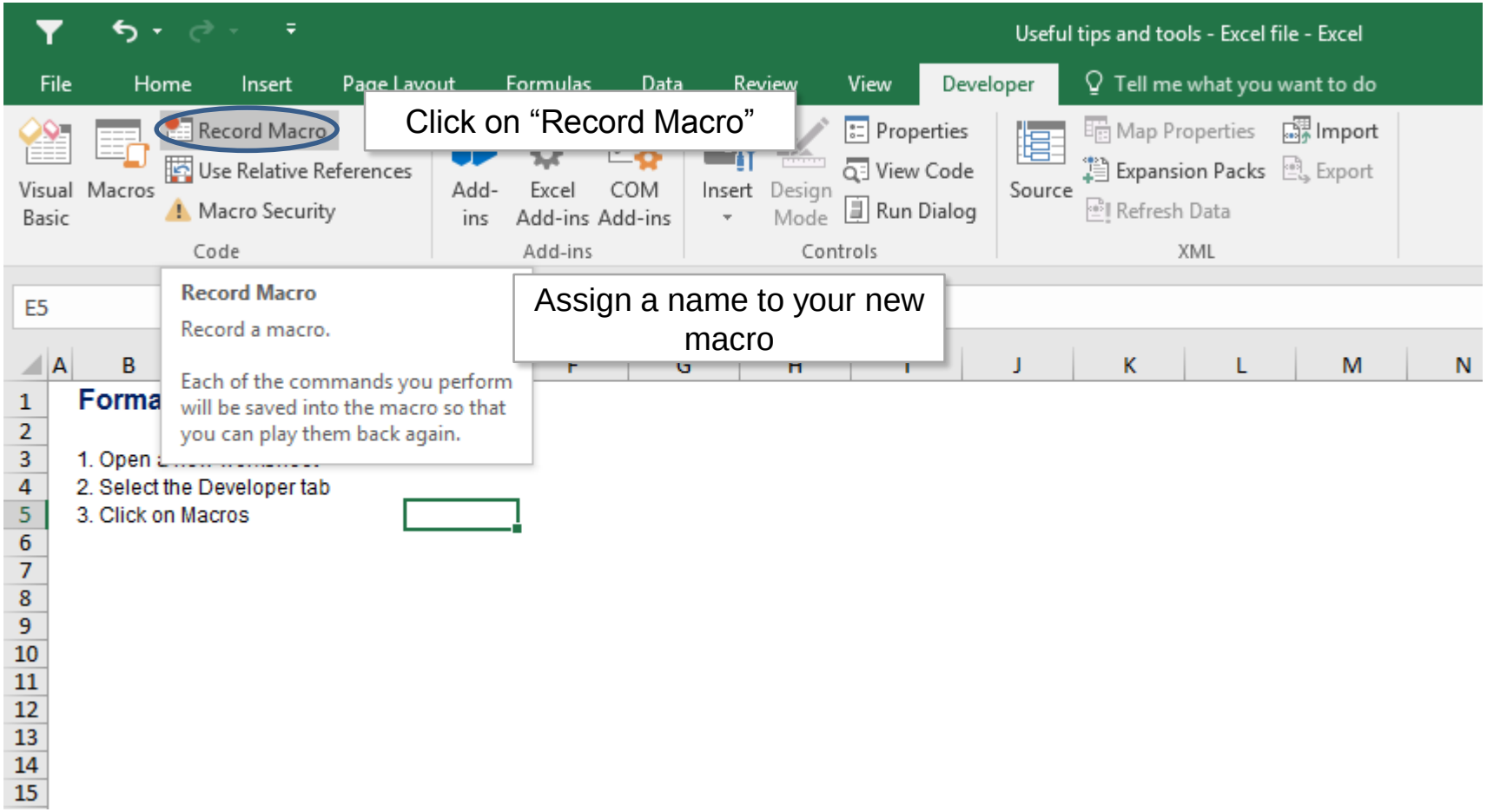


Recording Macros

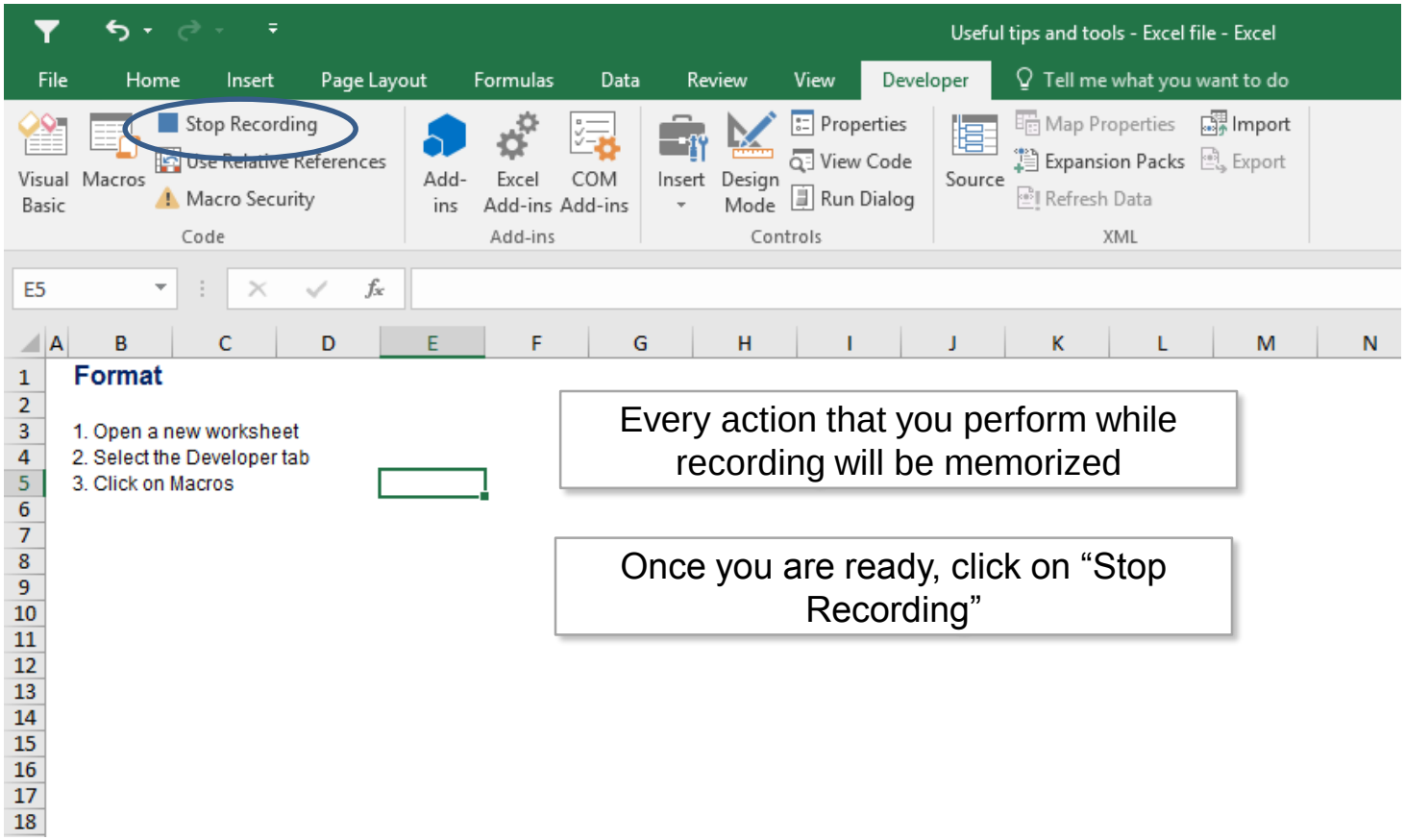


The “Developer” tab is enabled

Recording Macros

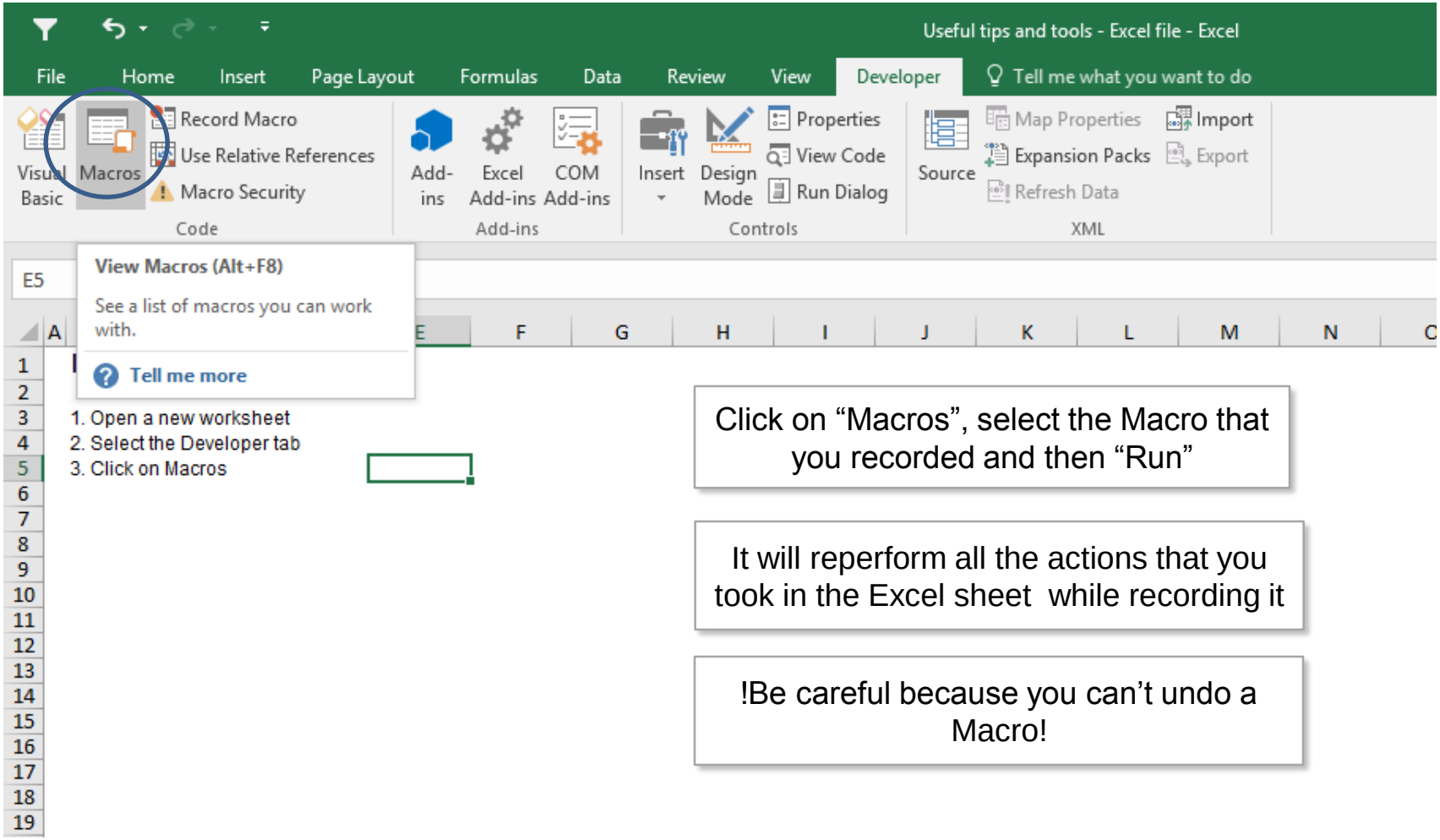


Recording Macros



Recording Macros

365 Careers



Click on “Macros”, select the Macro that you recorded and then “Run”

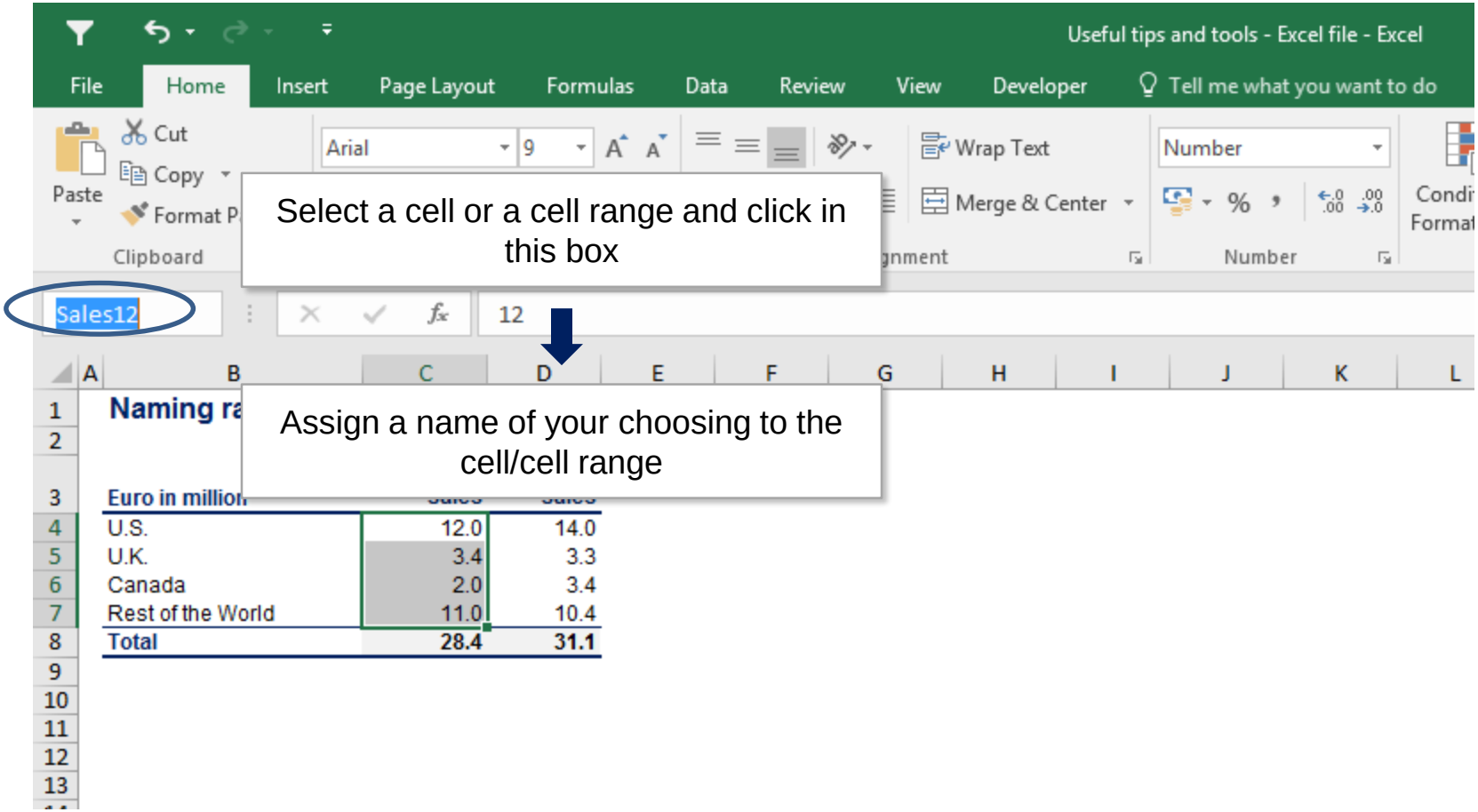
It will reperform all the actions that you took in the Excel sheet while recording it

!Be careful because you can’t undo a Macro!

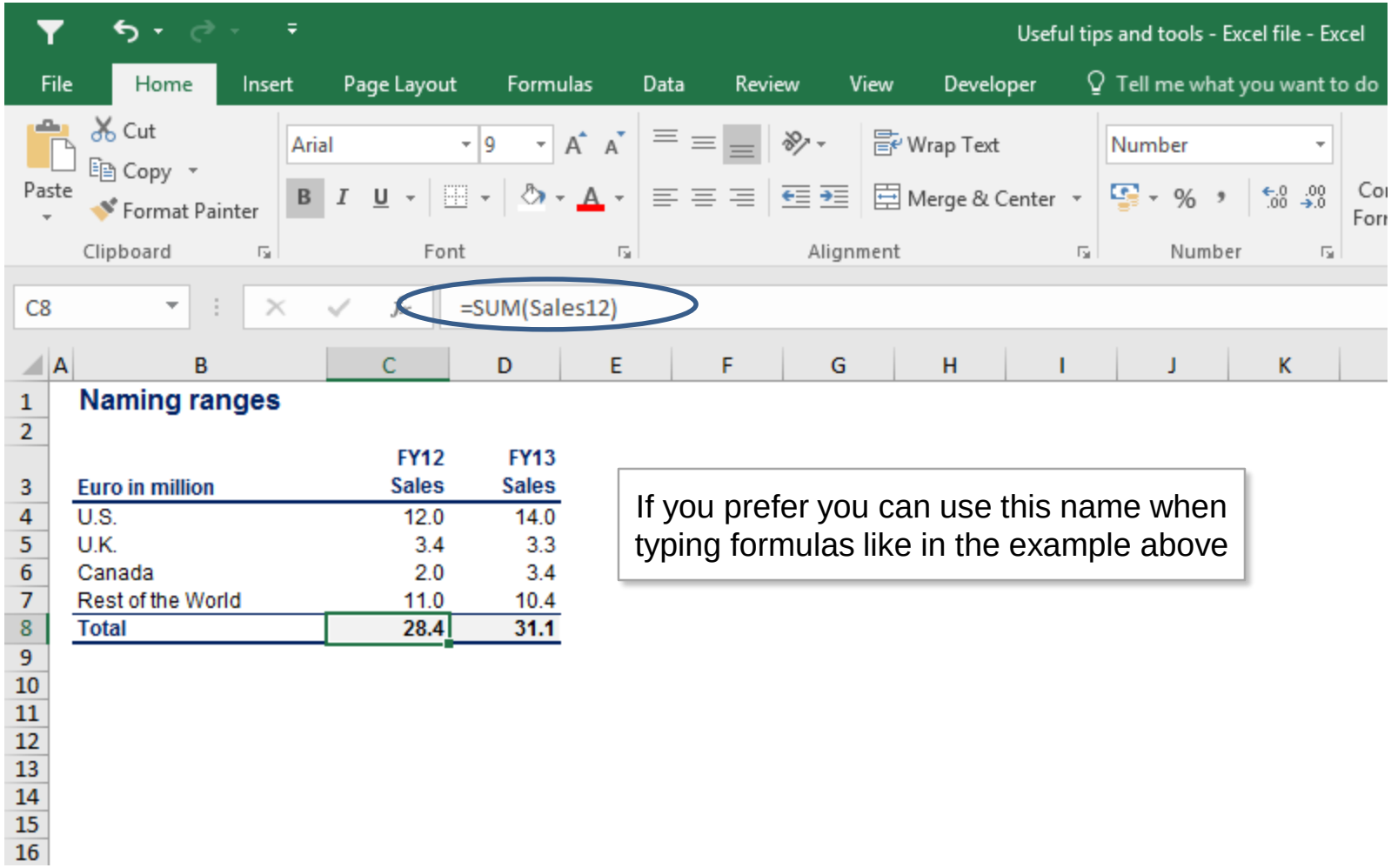
365 Careers

Name cell ranges

Name cell ranges



Name cell ranges



If you prefer you can use this name when typing formulas like in the example above